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ABSTRACT

This handbook was prepared to assist work experience program teachers, school administrators, and others involved in the operation of a work experience program to meet Florida program standards and county guidelines of the Dade County Public Schools. The first sections of the guide outline program goals, objectives, and minimum student competencies to be attained in a grade 7-10 laboratory setting. The next sections of the guide cover the following: course ratio and supply allocation, teacher certification, program standards, program review, student selection, student scheduling, related instruction/on-the-job training, student evaluation, child labor responsibilities and requirements, safety, inservice meetings, calendar of events, public relations, field trip suggestions, approved buses, teaching reference, recommended equipment list, information work sheet, projected statistical report, directory of programs, and sample forms. (KC)

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WORK EXPERIENCE PROGRAM HANDBOOK

U.S. DEPARTMENT OF EDUCATION
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DADE COUNTY PUBLIC SCHOOLS
MIAMI, FLORIDA

BUREAU OF EDUCATION
OFFICE OF VOCATIONAL, ADULT, CAREER, AND COMMUNITY EDUCATION

Revised 1990

CE056048

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PREFACE

This Work Experience Program Handbook has been prepared to assist Work Experience Program teachers, school administrators, and other persons who are interested in the operation of a Work Experience Program according to State Program Standards and County Guidelines of the Dade County Public Schools.

The curriculum section outlines program goals, objectives, and minimum student competencies to be attained in an upgraded (grade 7-10) laboratory setting.

This copy of the Work Experience Program Handbook was developed through the cooperative efforts of the instructional and supervisory personnel, and the Craft Advisory Committee. Work Experience classroom teachers are encouraged to review this copy and make suggestions regarding the improvement of the content. The handbook will be edited periodically and revised utilizing comments and suggestions from Work Experience Program teachers.

OVERVIEW OF PROGRAM

PROGRAM AREA: Diversified Occupations Education

PROGRAM TITLE: Work Experience-State Course Code #8640
Secondary Semester Course Numbers
864010
864011

PROGRAM COURSES

864010 Work Experience

This course provides for an understanding of the development of employability skills and job attitudes that will assist the student in acquiring, maintaining, and advancing on-the-job; developing work related job skills; remediating basic skills.

864011 Work Experience On-the-Job

This course is designed to provide occupational experiences through part time employment to expose the student to a variety of planned, paid, learning experiences in the labor market. The Work Experience teacher locates and/or approves safe employment stations, and visits the work sites of the students periodically.

PROGRAM DESCRIPTION

This program is preventative, preparatory and sometimes remedial in nature. The program is preventative in that it encourages students to remain in school by providing relevant education which tends to lessen the drop-out rate. It is preparatory in that it gives employability skills through employer-employee relations, actual work experience and helps the individual in acquiring a basic from which to choose a vocation. The program permits students to earn money while in a supervised school program, which is often a necessity for many youngsters to continue their education. Basically, this program is for the disadvantaged. However, there are many instances where individuals are not disadvantaged but need this type of an experience to provide incentive that encourages remaining in school.

OVERVIEW OF PROGRAM

The program provides for the kinds of guidance and experience in school and on-the-job that will allow for directions and aid in personal adjustment, individual pupil motivation and a desire to remain in school. The program also provides for purposeful flexibility in its efforts to encourage students to not only remain in school, but develop their thinking, self-image and aspirations that would permit youngsters to move back into the mainstream of the school curriculum. These same experiences should provide the kinds of information and directions that would allow a student to move into the world of work if he or she must become a school leaver.

STUDENT SELECTION

Consideration: Grade 7-10; ages 14 and above. The student will be expected to meet the selection criteria for the Work Experience Program and be enrolled in Work Experience Job Related Instruction and Work Experience On-the-Job.

CURRICULUM FRAMEWORK

FLORIDA DEPARTMENT OF EDUCATION

PROGRAM AREA: Diversified Occupations

EFFECTIVE DATE: July, 1990

PROGRAM TITLE: Work Experience

CODE NUMBER: Secondary 8301600

Postsecondary _____

Florida CIP D098.8640CP

SECONDARY SCHOOL CREDITS * COLLEGE CREDITS _____

POSTSECONDARY ADULT VOCATIONAL CREDITS _____

APPLICABLE LEVEL(S): 7-9 9-12 Postsecondary Adult Vocational

Postsecondary Vocational X Other 7-10, 30, 31

CERTIFICATION COVERAGE: COOP WK EX 7

I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to provide the potential school leaver through part-time employment, experiences in a work environment and through concurrent classroom instruction to assist potential school leavers in acquiring the necessary human relation skills, work attitudes, and common knowledge required for successful employment and for choosing a vocational and/or a vocational training program.

Opportunities are provided for the student to obtain competencies and recognition through successful work experience and to satisfactorily complete their high school education.

Listed below are the courses that comprise this program when offered at the secondary level:

8301610 Work Experience 1
8301620 Work Experience 2
8301630 Work Experience 3
8301640 Work Experience 4
8301650 Work Experience OJT

A beginning Work Experience student will be placed in the 8301610 Work Experience 1.

II. **LABORATORY ACTIVITIES:** Laboratory activities provided through on-the-job training are an integral part of this program.

Employment experiences are provided through placement on a job by the teacher/coordinator to prepare the student with competencies through a variety of paid learning experiences. Written training agreements, signed by parent, employer and teacher-coordinator must be prepared for each student. The teacher-coordinator must prepare for each student a written job skills plan which will include skills and behaviors to be evaluated by the employer each graduating period.

III. **SPECIAL NOTE:** Supervised on-the-job activities may be continued as a summer learning experience without classroom instruction for students who participated in the in-school and on-the-job instructional activities during the school year immediately preceding the summer assignment.
One credit may be earned for this activity.

* One credit may be earned by each student enrolled in Work Experience 1, 2, 3, or 4 courses and a minimum of 1 credit for on-the-job employment experiences for each year the student is enrolled.

The teacher/coordinator will visit each training agency supervisor a minimum of twice during each grading period for the purpose of evaluating the student's progress on the job.

The following criteria is to be used in the development of admission procedures for each student prior to entry into the program.

1. The student has a truancy problem.
2. The student needs to work in order to continue education.
3. The student is deprived economically.
4. The student has a negative attitude toward work, school, and society.
5. The student has a poor self-concept.
6. The student feels alienated.
7. The student has a discipline problem.
8. The student is half-day performer (has limited attention span)
9. The student is over-age in grade
10. The student has trouble relating to classwork.
11. The student has a lack of interest in school.
12. Other (specify) _____

An individual guidance plan identifying admission criteria will be developed for each student prior to entry into the program to include the Work Experience Course number, school year , and date of entry.

Job counseling sessions between the teacher-coordinator and each student will be documented for each grading period.

Flexible scheduling will be implemented, as agreed upon by the teacher-coordinator and guidance personal, when it is found necessary to meet the students needs.

IV. **INTENDED OUTCOMES:** After successfully completing this program, the student will be able to:

01. Demonstrate Employability Skills.
02. Maintain employment.
03. Develop an awareness of careers.
04. Determine needs for continuing education.
05. Manage personal finances.
06. Maintain personal hygiene and health.
07. Demonstrate personal and social skills.
08. Demonstrate and apply consumer math.
09. Perform designed job skills.
10. Demonstrate work ethics.

STUDENT PERFORMANCE STANDARDS

STUDENT PERFORMANCE STANDARDS EFFECTIVE DATE: July, 1990

PROGRAM AREA: Diversified SECONDARY NUMBER: 8301600

PROGRAM TITLE: Work Experience POSTSECONDARY NUMBER: _____

01.0 **DEMONSTRATE EMPLOYABILITY SKILLS** -- The student will be able to:

01.01 Secure a Social Security Number.
01.02 Conduct a job search.
01.03 Prepare a resume
01.04 Write letters of application.
01.05 Apply for a job.
01.06 Arrange for job interviews by telephone.
01.07 Prepare for job interviews.
01.08 Complete application forms.
01.09 Participate in job interviews.
01.10 Conduct job interview follow-up.
01.11 Complete employment forms.
01.12 Prepare termination notice.
01.13 Interpret reasons for termination.
01.14 Define the sections of a resume.
01.15 Identify the differences between a private and a public employment agency.

02.0 **MAINTAIN EMPLOYMENT** -- The student will be able to:

02.01 Demonstrate respect for work.
02.02 Communicate and relate to employer, co-workers, and public.
02.03 Interpret and comply with employers policies.
02.04 Demonstrate positive work attitudes.
02.05 Accept responsibilities.
02.06 Demonstrate initiative and resourcefulness.
02.07 Apply decision making skills on the job.
02.08 Follow directions.
02.09 Practice punctuality and dependability.
02.10 Exhibit traits of honesty and truthfulness.
02.11 Display loyalty.
02.12 Perform assigned job tasks.
02.13 Comply with safety standards.
02.14 Demonstrate positive job skills.
02.15 React to and accept criticism.
02.16 Maintain records of time and wages.
02.17 Interpret promotional procedures.
02.18 Demonstrate how and when to ask for a raise.
02.19 Justify how and when to make a job change.
02.20 Adapt to a new job.

03.0 **DEVELOP AN AWARENESS OF CAREERS** -- The student will be able to:

03.01 Explore occupational groupings.
03.02 Prepare occupational monograms.
03.03 Identify trends in job markets.
03.04 Develop a plan to meet realistic career goals.
03.05 Identify competencies required for a chosen entry-level career.

04.0 **DETERMINE NEEDS FOR CONTINUING EDUCATION** -- The student will be able to:

04.01 Demonstrate positive attitude towards education.
04.02 Assess and improve basic skill levels (3 R's).
04.03 Determine self-interest and aptitudes.
04.04 Explain value of a high school diploma.
04.05 Identify job educational requirements.
04.06 Explain impact of technological change in relation to educational needs.
04.07 Set goals and objectives.
04.08 Utilize counseling services.
04.09 Select classes to meet goals and objectives.
04.10 Identify financial resources for continuing education.

05.0 **MANAGE PERSONAL FINANCES** -- The student will be able to:

05.01 Identify financial priorities.
05.02 Apply and prepare money management principles.
05.03 Maintain financial records.
05.04 Meet financial obligations.
05.05 Explain the advantage and disadvantage of using credit.
05.06 Identify banking services.
05.07 Identify and evaluate insurance coverage.
05.08 Interpret pay check stubs.
05.09 Prepare and submit income tax forms.

06.0 **MAINTAIN PERSONAL HYGIENE AND HEALTH** -- The student will be able to:

06.01 Identify proper appearance.
06.02 Exhibit cleanliness.
06.03 Demonstrate proper posture.
06.04 Identify nutritional needs.
06.05 Identify need for physical activity.
06.06 Recognize effects of substance abuse.
06.07 Identify community services.
06.08 Recognize need for preventative medical practices.

07.0 **DEMONSTRATE PERSONAL AND SOCIAL SKILLS** -- The student will be able to:

07.01 Demonstrate a positive attitude towards society.
07.02 Demonstrate a positive self-image.
07.03 Set personal priorities.
07.04 Demonstrate responsibility for failure or success.
07.05 Differentiate between right and wrong.
07.06 Demonstrate self-discipline.
07.07 Perform in a courteous and tactful manner.
07.08 Identify traits of assertiveness.
07.09 Demonstrate etiquette.
07.10 Plan use of leisure time.
07.11 Develop self awareness.
07.12 Develop an awareness of others.
07.13 Develop an ability to communicate ideas and feelings.

08.0 **DEMONSTRATE AND APPLY CONSUMER MATH** -- The student will be able to:

08.01 Compute basic math operations.
08.02 Change decimals to percents.
08.03 Change percents to decimals.
08.04 Solve fraction problems.
08.05 Identify applications of the metrics system.
08.06 Compute simple and compound interest.
08.07 Compare value when shopping.
08.08 Define appropriate consumer practices.
08.09 Define the operation of a checking account.
08.10 Define and operate a savings account.
08.11 Interpret utility bills.
08.12 Explain the advantages of renting or buying shelter.
08.13 Identify the cost of owning and operating an automobile.
08.14 Interpret a lease.
08.15 Compute the cost of owning and operating an automobile.

09.0 **PERFORM JOB SKILLS** -- The student will be able to:

09.01 Demonstrate job performance skills.
09.02 Apply safety procedures on the job.
09.03 Maintain appropriate records.
09.04 Display a high level of productivity.

10.0 **DEMONSTRATE WORK ETHICS** -- The student will be able to:

10.01 Demonstrate ethical practices.
10.02 Follow directions.
10.03 Demonstrate effective communications with employer and co-worker.
10.04 Demonstrate effective communications with customers and clients.
10.05 Demonstrate a positive attitude towards the job.

STUDENT PERFORMANCE STANDARDS | PROGRAM AREA: Diversified

PROGRAM TITLE: Work Experience | PROGRAM NUMBER: 8301600

COURSE TITLE: Work Experience I | COURSE NUMBER: 8301610

COURSE CREDIT: 1

COURSE DESCRIPTION:

This course is designed to meet the minimum student performance standards as outlined in the program framework and to provide remedial instruction when needed. Students first entering the program begin with this course.

01.0 **DEMONSTRATE EMPLOYABILITY SKILLS** -- The student will be able to:

- 01.01 Secure a Social Security Number.
- 01.02 Conduct a job search.
- 01.05 Apply for a job.
- 01.06 Arrange for job interviews by telephone.
- 01.07 Prepare for job interviews.
- 01.08 Complete application forms.
- 01.09 Participate in job interviews.
- 01.11 Complete employment forms.
- 01.13 Interpret reasons for termination.
- 01.15 Identify the differences between a private and public employment agency.

02.0 **MAINTAIN EMPLOYMENT** -- The student will be able to:

- 02.01 Demonstrate respect for work.
- 02.05 Accept responsibilities.
- 02.09 Practice punctuality and dependability.
- 02.10 Exhibit traits of honesty and truthfulness.
- 02.15 React to and accept criticism.
- 02.16 Maintain records of time and wages.
- 02.20 Adapt to a new job.

03.0 **DEVELOP AN AWARENESS OF CAREERS** -- The student will be able to:

- 03.01 Explore occupational groupings.

04.0 **DETERMINE NEEDS FOR CONTINUING EDUCATION** -- The student will be able to:

- 04.02 Assess and improve basic skill levels (3'R's).
- 04.04 Explain value of a high school diploma.
- 04.07 Set goals and objectives.
- 04.09 Select classes to meet goals and objectives.

05.0 **MANAGE PERSONAL FINANCES** -- The student will be able to:

05.08 Interpret pay check stubs.
05.09 Prepare and submit income tax forms.

06.0 **MAINTAIN PERSONAL HYGIENE AND HEALTH** -- The student will be able to:

06.01 Identify proper appearance.
06.02 Exhibit cleanliness.

07.0 **DEMONSTRATE PERSONAL AND SOCIAL SKILLS** -- The student will be able to:

07.03 Set personal priorities.
07.04 Demonstrate responsibility for failure or success.
07.05 Differentiate between right and wrong.
07.11 Develop self awareness.
07.12 Develop an awareness of others.
07.13 Develop an ability to communicate ideas and feelings.

08.0 **DEMONSTRATE AND APPLY CONSUMER MATH** -- The student will be able to:

08.01 Compute basic math operations.
08.09 Define the operation of a checking account.
08.10 Define and operate a savings account.

STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: Diversified

PROGRAM TITLE: Work Experience

PROGRAM NUMBER : 8301600

COURSE TITLE: Work Experience 2

COURSE NUMBER: 8301620

COURSE CREDIT: 1

COURSE DESCRIPTION:

This course is designed for the second year returning work experience student and will provide remediation when needed.

01.0 **DEMONSTRATE EMPLOYABILITY SKILLS** -- The student will be able to:

01.03 Prepare a resume.
01.14 Define the sections of a resume.

02.0 **MAINTAIN EMPLOYMENT** -- The student will be able to:

02.18 Demonstrate how and when to ask for a raise.
02.19 Justify how and when to make a job change.

03.0 **DEVELOP AN AWARENESS OF CAREERS** -- The student will be able to:

03.02 Prepare occupational monograms.

04.0 **DETERMINE NEEDS FOR CONTINUING EDUCATION** -- The student will be able to:

04.01 Demonstrate positive attitude towards education.
04.08 Utilize counseling services.
04.10 Identify financial resources for continuing education.

05.0 **MANAGE PERSONAL FINANCES** -- The student will be able to:

05.01 Identify financial priorities.
05.03 Maintain financial records.

06.0 **MAINTAIN PERSONAL HYGIENE AND HEALTH** -- The student will be able to:

06.03 Demonstrate proper posture.
06.06 Recognize effects of substance abuse.

07.0 **DEMONSTRATE PERSONAL AND SOCIAL SKILLS** -- The student will be able to:

07.01 Demonstrate a positive attitude towards society.
07.02 Demonstrate a positive self-image.

08.0 **DEMONSTRATE AND APPLY CONSUMER MATH** -- The student will be able to:

08.02 Change decimals to percents.
08.03 Change percents to decimals.
08.04 Solve fraction problems.
08.07 Compare value when shopping.
08.08 Apply appropriate consumer practices.

STUDENT PERFORMANCE STANDARDS **PROGRAM AREA:** Diversified

PROGRAM TITLE: Work Experience **PROGRAM NUMBER:** 8301600

COURSE TITLE: Work Experience 3 **COURSE NUMBER:** 8301630

COURSE CREDIT: 1

COURSE DESCRIPTION:

This course is designed for the third year returning Work Experience student and will provide remediation when needed.

01.0 **DEMONSTRATE EMPLOYABILITY SKILLS** -- The student will be able to:

01.04 Write letters of application.

02.0 **MAINTAIN EMPLOYMENT** -- The student will be able to:

02.06 Demonstrate initiative and resourcefulness.
02.07 Apply decision making skills on the job.

03.0 **DEVELOP AN AWARENESS OF CAREERS** -- The student will be able to:

03.03 Identify trends in job markets.
03.04 Develop a plan to meet realistic career goals.

04.0 **DETERMINE NEEDS FOR CONTINUING EDUCATION:** -- The student will be able to:

04.03 Determine self-interest and aptitudes.
04.05 Identify job educational requirements.

05.0 **MANAGE PERSONAL FINANCES** -- The student will be able to:

05.02 Apply and prepare money management principles.
05.04 Meet financial obligations.
05.06 Identify banking services.

06.0 **MAINTAIN PERSONAL HYGIENE AND HEALTH** -- The student will be able to:

06.04 Identify nutritional needs.

07.0 **DEMONSTRATE PERSONAL AND SOCIAL SKILLS** -- The student will be able to:

07.04 Identify the effects of supply and demand.
07.06 Demonstrate self-discipline.
07.09 Demonstrate etiquette.

08.0 **DEMONSTRATE AND APPLY CONSUMER MATH** -- The student will be able to:

08.05 Identify applications of the metric system.
08.13 Identify the cost of owning and operating an automobile.
08.15 Compute the cost of owning and operating an automobile.

STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: Diversified

PROGRAM TITLE: Work Experience

PROGRAM NUMBER: 8301600

COURSE TITLE: Work Experience 4

COURSE NUMBER: 8301640

COURSE CREDIT: 1

COURSE DESCRIPTION:

This course is designed for the fourth year returning Work Experience student and will provide remediation when needed.

01.0 **DEMONSTRATE EMPLOYABILITY SKILLS** -- The student will be able to:

01.10 Conduct job interview follow-up.
01.12 Prepare termination notice.

02.0 **MAINTAIN EMPLOYMENT** -- The student will be able to:

02.03 Interpret and comply with employers policies.
02.11 Display loyalty.
02.17 Interpret promotional procedures.

03.0 **DEVELOP AN AWARENESS OF CAREERS** -- The student will be able to:

03.05 Identify competencies required for a chosen entry-level career.

04.0 **DETERMINE NEEDS FOR CONTINUING EDUCATION** -- The student will be able to:

04.06 Explain impact of technological change in relation to educational needs.

05.0 **MANAGE PERSONAL FINANCES:** -- The student will be able to:

05.05 Explain the advantage and disadvantage of using credit.
05.07 Identify and evaluate insurance coverage.

06.0 **MAINTAIN PERSONAL HYGIENE AND HEALTH** -- The student will be able to:

06.05 Identify need for physical activity.
06.07 Identify community services.
06.08 Recognize need for preventive medical practices.

07.0 **DEMONSTRATE PERSONAL AND SOCIAL SKILLS** -- The student will be able to:

07.07 Perform in a courteous and tactful manner.
07.08 Identify traits of assertiveness.
07.10 Plan use of leisure time.

08.0 **DEMONSTRATE AND APPLY CONSUMER MATH** -- The student will be able to:

08.06 Compute simple and compound interest.
08.11 Interpret utility bills.
08.12 Explain the advantages of renting or buying shelter.
08.14 Interpret a lease.

STUDENT PERFORMANCE STANDARDS **PROGRAM AREA:** Diversified

PROGRAM TITLE: Work Experience **PROGRAM Number:** 8301600

COURSE TITLE: Work Experience OJT **COURSE NUMBER:** 8301650

COURSE CREDIT: Multiple

COURSE DESCRIPTION:

This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills plan. Selected job skills will be evaluated a minimum of once during each grading period.

09.0 **PERFORM DESIGNATED JOB SKILLS** -- The student will be able to:

- 09.01 Demonstrate job performance skills.
- 09.02 Apply safety procedures on the job.
- 09.03 Maintain appropriate records.
- 09.04 Display a high level of productivity.

10.0 **DEMONSTRATE WORK ETHICS** -- The student will be able to:

- 10.01 Demonstrate ethical practices.
- 10.02 Follow directions.
- 10.03 Demonstrate effective communications with employer and co-workers.
- 10.04 Demonstrate effective communications with customers and clients.
- 10.05 Demonstrate a positive attitude toward the job.

COURSE RATIO

and

SUPPLY ALLOCATION

DADE COUNTY PUBLIC SCHOOLS
OFFICE OF VOCATIONAL, ADULT, CAREER, AND COMMUNITY EDUCATION
SECONDARY RATIO AND SUPPLY ALLOCATION
1990-91

Dade County Course Title	1990-91 Course Code Number	Supply Allocation Per FTE	Grade Level	Maximum Membership
DIVERSIFIED EDUCATION-PROGRAM 6240				
JOB PREPARATORY: PUPIL/TEACHER FTE RATIO 23.71				
Practical Employability Skills	830031011	15.00	9-12	28
Diversified Cooperative Training 1	830301001	33.00	11-12	Maximum membership in DCT Related
Diversified Cooperative Training 2	830302001	33.00	11-12	Instruction is 19 with maximum OJT
Diversified Cooperative Training (DCT)-OJT	830041OJT	5.00	11-12	program membership of 38.
Cooperative Diversified Education - OJT	8300420JT	5.00	12	Maximum membership CDE-OJT - 60
WORK EXPERIENCE JUNIOR HIGH/MIDDLE SCHOOL				
JOB PREPARATORY: PUPIL/TEACHER FTE RATIO 19.37				
Work Experience 1	830161002	33.00	7-8	Maximum membership in Work Experience
Work Experience 2	830162002	33.00	8	classroom instruc-tion is 17 with
Work Experience OJT	8301650J1	5.00	7-8	maximum OJT program membership of 34.
Work Experience OJT	8301650J2	5.00	9	

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DADE COUNTY PUBLIC SCHOOLS
OFFICE OF VOCATIONAL, ADULT, CAREER, AND COMMUNITY EDUCATION
SECONDARY COURSE RATIO AND SUPPLY ALLOCATION
1990-91

Dade County Course Title	1990-91 Course Code Number	Supply Allocation Per FTE	Grade Level	Maximum Membership
WORK EXPERIENCE SENIOR HIGH				
JOB PREPARATORY: PUPIL/TEACHER FTE RATIO 23.71				
Work Experience 1	830161003	33.00	9-10	Maximum membership in Work Experience classroom instruction (1,2,3, or 4) is 20 with maximum OJT program membership of 40.
Work Experience 2	830162003	33.00	9-10	
Work Experience 3	830163003	33.00	9-10	
Work Experience 4	830164003	33.00	10	
Work Experience OJT	8301650J2	5.00	9-10	

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ENDORSEMENT IN TEACHER COORDINATOR OF WORK EXPERIENCE PROGRAMS --VOCATIONAL CLASS

1. Hold a bachelor's or higher degree with certification in an academic, vocational, administrative, or specialty class coverage.

2. Document two (2) years of full-time occupational experience or the equivalent in part-time experience on company letterhead.

3. Document recency of 6 weeks of occupational experience or training within the last five years on company letterhead.

4. Nine (9) semester hours in professional vocational education to include the areas specified below:

   a. Three (3) semester hours in organizational and coordination to include the areas specified below:

   b. Three (3) semester hours in principles and philosophy of vocational education, and

   c. Three (3) semester hours in vocational or occupational guidance.

Principles and Philosophy of Vocational Education	*EVT 3065, 5078 one of the above
Organization and Coordination of Vocational Education	* EVT5067
Vocational or Occupational Guidance	* EGC 5305

WORK EXPERIENCE

MEETING PROGRAM STANDARDS

WORK EXPERIENCE PROGRAM
MEETING PROGRAM STANDARDS

Systematic evaluation of the individual students, areas of study, and total program where appropriate, shall follow carefully planned procedures related to the stated goals. Work Experience Program teachers are encouraged to review the accreditation standards.

Work Experience Programs are constantly being evaluated to determine if the program is meeting education objectives and to determine if the program has satisfactorily prepared students for employment.

Work Experience Program teachers must be familiar with required forms related to their program. These forms provide information about the WEP that is submitted to the ~~county~~ district administration offices when requested as deadlines presented by the state department must be met.

Historically, Vocational Cooperative Education Programs have met with success in providing on-the-job training opportunities and work experience to qualified students. Accurate reporting of documents substantiates the continued need for this program.

WEP
VOCATIONAL EDUCATION INSTRUCTIONAL
PROGRAM REVIEW

Chapter 229.565, Florida Statutes, requires the Commissioner of Education to periodically examine and evaluate: (2)(d). . . . "the standards by which the school district evaluates basic and special programs for quality, efficiency, and effectiveness."

The Florida State Plan for the Administration of Vocational Education under the Vocational Amendments of 1976 (P.L. 94-482, as amended), contains the following provisions:

1.5 Program Evaluation

To be effective, evaluation must be systematically designed to provide information regarding the allocation of both human and material resources. In Florida, the evaluation of vocational programs will be conducted by applying criteria to instructional programs at all institutional levels based on standards developed by the Florida Department of Education.

Periodic reviews will be conducted by the respective regional consultants to:

a. Determine the validity of instructional programs and courses offered.

b. Ascertain the appropriateness of Florida Educational Funding Program categories in which these programs or courses are reported.

c. Secure information relating to quality, efficiency, and effectiveness of programs and to facilitate program improvements by helping local education agencies determine program strengths and discrepancies.

The review is a joint evaluation of individual vocational education programs by instructors, school administrators, and regional program consultants. The purposes of such a review are directed toward insuring that vocational instruction: (1) meets the needs, interest, and abilities of students; (2) satisfies the requirements of the occupation or occupational field in which the training is given; (3) adequately meets the training needs of the community in terms of the number of students successfully placed; (4) meets the requirements set forth by the State Board of Education for the operation of vocational education programs.

WEP VOCATIONAL EDUCATION
INSTRUCTIONAL PROGRAM REVIEW

The district coordinator will assist teachers and principals with information regarding meeting and maintaining vocational education program standards for Work Experience Programs.

The following information should be available for state and county visitations:

1. Department of Education (DOE)
   A. Written Program Objectives
   B. Written Program Description
   C. Written Course Offerings
      1. Courses of Instruction
      2. Written Course Objectives
      3. Written Course Descriptions

2. Copy of course descriptions that is provided to students and parents.

3. Form 2408 (5-87) - Individualized Guidance Form, Documentation of information used to identify potential school leavers for continuance of your program.

4. Form 2323 (4-89) - Job Training Attendance Cards (all work hours should be totaled; card must be signed by employer and teacher. **Keep on file for 4 years).**

5. Form 2421 (2-90) - Placement Reports - Should be kept current and mailed to district cocrdinator in June of each school year.

6. Form 3730 (5-87) - Student Application for Cooperative Program - signed by student. Form 3730 (5-87)) - Student Agreements (signed by student and parent)

7. Form 2959 (8-90) - Employer rating of Students, Training Plan Job Counseling Documentation signed by employer, teacher, and student. - Record job counseling session on back of sheet.

8. Form 4542 (6-90) - Application for Employment Certificate and Training Agreement (signed by employer, parent, and student).).
   1. 1 copy (original) to employer
   2. 1 copy to student (keep this copy on file in school or make a copy for school file). Form 4545 (6-90) For students under 18 years of age.
   3. 1 copy (3rd duplicate) should be mailed to School Mail Code #9028)

9.** F V E I S - Florida Vocational Education Information System Report (End-of-Year Report).

TO BE SECURED BY CALLING 883-5651

10. Copies of Monthly Visitation Report (signed by principal).

11. Sample of Student's Classwork in student folders

12. VTA Form 340 - Safety Agreement (required by law if receiving training in a hazardous occupation - between 16 and older).)

13. VTA Form #99 and/or #106 - Student Progress Records

14. Written units of instruction with performance objectives and criteria referenced measures - Units should cover DOE program objectives for a year.

15. Copies of Work Permits (age 14-15) and Age Certificate (age 16 and older).

16. Instructional Lesson Plans

17. Equipment Inventory

18. Teaching Supplies and Consumables Inventory

19. Teacher Schedule

20. Class Roll (per teacher)

** **TO BE SECURED FROM AL CAPUTO, 995-1825**

SUGGESTED

Procedure for Program Review

Work Experience Program

I. Class print-out of students enrolled with the grade level of each student. _____

II. Attendance book. _____

III. Grade Book:
Dated of test, identified by name _____

IV. Students folders for each student: _____

1. Evidence of employment:
Time Card (preferred) should be signed and dated in order ie:
Sept., Oct., Nov., etc. _____

2. Training Agreement for each student:
Signed and dated by parents, employer coordinator, and teacher. _____

3. Individual Guidance Plan:
Evidence that each student is a potential school leaver. Each plan should have WE course number, school year, and date of entry with students and coordinators signature. _____

4. Written job skills sheets for each student for each job. _____

5. Job Evaluation Sheet:
Should have employability skills and must have job skills on each evaluation sheet. _____

6. Evidence of Job Counseling Sessions between teacher and each student for each grading period. * _____

* Signature of the student and teacher on the evaluation sheet from employer for each grading period, with date and comments would be accepted.

V. Program Content Standard

1. Current years curriculum framework. _____

2. Students Performance Standards: Adopted by School Board. _____

3. Scope and Sequence: Related to curriculum framework and SPS. _____

   Scope: All activities that are taking place from the beginning to the end of the program.

   Sequence: The order in which the activities (scope) take place.

   Each course of the program should be separate i.e.: WE 1, WE 2, WE 3 and WE 4.

4. Lesson Plans - Related to Scope and Sequence. _____

   Each course of of the program should be seperate i.e.: WE 1, WE 2, WE 3 and WE 4.

5. Materials (Instructional) Related to Lesson Plans. _____

   Books, hand-outs, etc., that are used to meet the intended outcomes.

VI. Teachers Certification: Copy is acceptable. _____

VII. Equipment and Supplies: On-site evaluation Equipment list of budget would assist the on-site evaluation. _____

VIII. Facility: On-site evaluation _____

IX. Discussion of Program: Teacher can explain other activities that exceed the minimum requirements. The evaluator may make suggestions for program improvement. _____

X. Exit Interview: With principal or designee, district supervisor, or director, teacher or teachers and DOE program specialist _____

STUDENT SELECTION
IDENTIFYING STUDENTS

Students enrolled in the WEP must be identified as potential school-leavers. Potential school-leavers may possess one or more of the following characteristics: (The characteristic(s) met by each student who enters the program must be kept on file)

1. Overage in grade -
2. Not relating with class work -
3. Truancy problem -
4. Need to work to continue education -
5. Deprived economically -
6. Negative attitude -
7. Alienated children -
8. Poor self-concept -
9. Lack of interest -
10. Discipline problems -
11. Half-day performers -
12. Other (specify) -

Other Requirements

Be 14 years of age or older.

Be in grades 7, 8, 9, and 10.

Have signed permission of parent or guardian to enter program.

Complete an application for entrance into the program.

Comply with the Child Labor Provisions of the Fair Labor Standards Act.

Abide by the rules and regulations of the cooperating training facility that provides the on-the-job work experience.

Possess a Social Security Card.

Be able to obtain Work Permit or Age Certificate.

Participate in a work experience situation as an employee average of 2 hours per day. Minimum of 10 hours on-the-job per week is recommended.

Spend at least one year in program. In instances where students move in or out of school or program enrollment, the term semester should apply when adding or deleting students in the program.

IT IS THE RESPONSIBILITY OF THE TEACHER TO DETERMINE IF THE STUDENT IS EMPLOYABLE AND IS ABLE TO ACCEPT ON-THE-JOB TRAINING AS PART OF THEIR REGULAR SCHOOL DAY.

IDENTIFYING STUDENTS FOR WORK EXPERIENCE PROGRAM

1. Consult counselors, administrators, teachers, visiting teacher, occupational placement specialist, and other school personnel.

2. Contact and interview parents and students.

3. Visit classrooms or curriculum fair to explain program.

4. Visit feeder schools to consult with counselors for recommendations.

5. Assess information from cumulative guidance record regarding vocational plans, educational plans, work experience, oral and written reports, (Why I need to work).

6. Study cumulatives in spring; observe prospective students during the year.

7. Visit home of prospective students for conference with parents.

8. Assess records for students who are over-age in grade, poor academic performance, attendance, attitudes. Also, bright students who have needs that this program offers.

9. Identify students in advance. Look for potential candidates all year (not just at year's end). Observe them.

10. Talk with the visiting teachers about potential school leavers. Contact the students; completing all necessary paper work, before they leave for the summer.

11. Stay in contact with all school personnel during year for prospective students. <u>They are your best sources!!</u>

STUDENT SCHEDULING

Work Experience Program students must be scheduled to Work Experience-Job Related and Work Experience On-the-Job simultaneously.

Work Experience students may enroll by class periods as follows:

1 period of Work Experience-Job Related

Minimum of 1 period of OJT

Supervised on-the-job activities may be continued as a summer learning experience without classroom instruction for students who participate in the in-school and on-the-job instructional activities during the school year immediately preceding the summer assignment for students. Refer to summer session handbook for program requirements and guidelines.

IN-SCHOOL WORK EXPERIENCE
RELATED INSTRUCTION

Related instruction in the Work Experience Program class provides for:

A. Aid in understanding and developing work related job skills that relate specifically to the occupation in which the student is employed.

B. Aid in understanding and developing employability skills. The components of employability skills provides for instruction in:

1. Becoming effective in developing an understanding of the economic system.
2. Practicing economic management of personal resources.
3. Being aware of financial obligations.
4. Improving attitudes about work, school, and society.
5. Improving personal appearance and hygiene.
6. Developing a realistic understanding of the connection between the world of work and society.
7. Developing a realistic understanding of the connection between the world of work and study.
8. Developing personality characteristics of dignity, self-respect, self-reliance, initiative and resourcefulness.
9. Receiving recognition through successful experiences.
10. Achieving in all phases of the school's education program.

ON-THE-JOB

Occupational experiences are provided through job placement to expose the student to a variety of planned, paid, learning experiences in the labor market.

Each student job placement should be recorded on the Placement Report (FM 2421 (2-90) at the time of the placement and kept on file in the school. A copy of this report is mailed to the district coordinator mail code #9999, room 836 SBAB, completion of each year.

DETERMINING STUDENT PROGRESS IN SCHOOL AND ON-THE-JOB

The student's achievement at school and on- the -job, including proper attitudes, work habits, and skills, should be set in criterion-referenced terms. Getting and holding a job is the ultimate test of the effectiveness of the school program, because cooperative teaching has not been achieved until performance on-the-job can be used as the true measure of the student's effectiveness.

Proper attitudes toward the job and other employees is a part of the teacher's teaching responsibility. If these are poor, the student has little possibility of becoming happily and successfully adjusted to the job. Skills and related knowledge are very important, but most people who loose their jobs or fail to advance do so because of lack of proper character traits and attitudes.

The supervisor's opinion and observation of both skills and attitudes are important. It is possible for the employer to be wrong, of course. If he is, the teacher must tactfully lead him to make the correct observations and consequently changes in opinion. Individuals differ, and the tentative plan of the training agreement must be modified in light of a student's actual performance.

In the determination process, it is necessary for the teacher to observe the student regularly both at school and on-the-job. If the supervisor has little experience in handling people, the teacher's question, based on his observations, may partly train the supervisor in what to look for. Sometimes, too, the teacher may observe and eliminate an undersirable practice before the supervisor has noticed it.

The results of determining the student's progress can oftentime be a conference with the trainee, the teacher, and the trainer. It could be helpful to all concerned. Any criticism should be constructive. It should leave the trainee knowing exactly what and how he needs to improve. In addition, the student should feel that he can do it if he tries - and that both the teacher and the supervisor want to help him.

SECURING STUDENT RATING FROM EMPLOYERS

Ratings of student performance and attitude are as necessary as grades. More importantly, they are practical measures of vocational competency, based on the standards of business and industry. When well planned and carefully executed, they are the strongest indicator of the job performance of the student-worker.

The teacher should first prepare a plan of what should be rated and how. It should include skills, related information, and attitudes. The instrument for evaluation should be simple and as scientifically reliable as possible.

A suitable time should be selected for securing the ratings. The time should be convenient to the supervisor, so that he can consult company records if necessary.

The student should be informed of his rating. He is entitled to it as a measure of progress. The coordinator should go over the ratings, point out accomplishments with sincere praise, and help the student plan how to raise those ratings that are not so satisfactory. The student must be able to see his needs and accept the necessary steps for improvement, if counseling is to be successful.

CHILD LABOR RESPONSIBILITIES

All Work Experience Programs must be operated in conformity with federal, state, and local regulations. Both the letter and the spirit of existing laws and regulations must be followed. Cooperative teachers conducting programs should be familiar with all laws and regulations that pertain to the employment of minors. They should know the sources of information on all legal matters and should maintain a complete file of publications which include these laws and their interpretations.

The cooperative teacher should assume the responsibility for passing on information to employers. In this way, he can be sure employers have the information for an understanding of their legal obligations toward their student employees.

CHAPTER 450

MINORITY LABOR GROUPS

PART I CHILD LABOR (ss. 450.001-450.161)

PART II MIGRANT LABOR (ss. 450.181-450.261)

PART III FARM LABOR REGISTRATION (ss. 450.27-450.38)

PART I

CHILD LABOR

450.001 Short title.
450.012 Definitions.
450.021 Minimum age; general.
450.045 Proof of age.
450.061 Hazardous occupations prohibited.
450.081 Hours of work in certain occupations.
450.095 Waivers.
450.121 Enforcement of Child Labor Law.
450.132 Employment of children by motion picture and television studios; rules and regulations; procedures.
450.141 Employing minor children in violation of law; penalty.
450.151 Hiring and employing; infliction of pain or suffering; penalty.
450.161 Chapter not to affect vocational education of children; other exceptions.

450.001 Short title.—Part I of this chapter shall be known and may be cited as the "Child Labor Law."

History.—s. 2, ch. 81-192.

450.012 Definitions.—For the purpose of this chapter, the word, phrase, or term:

(1) "Farm work" includes all agricultural labor performed upon farms.

(2) "Farm" includes stock, dairy, poultry, fruit, fur-bearing animal, and truck farms, ranches, nurseries, and orchards.

(3) "Street trades" means:

(a) Selling, offering for sale, soliciting for, collecting for, displaying, or distributing newspapers, magazines, periodicals, or peanuts; or

(b) Polishing shoes;

on any street or other public place or from house to house.

(4) "Child" means any person 17 years of age or younger, unless:

(a) The person is or has been married;

(b) The person's disability of nonage has been removed by a court of competent jurisdiction;

(c) The person is serving or has served in the Armed Forces of the United States;

(d) It has been found by a court having jurisdiction over the person that it is in the best interest of such minor to work and the court specifically approves any employment of such person, including the terms and conditions of such employment; or

(e) The person has graduated from an accredited high school.

(5) "Division" means the Division of Labor, Employment, and Training of the Department of Labor and Employment Security.

History.—s. 1, ch. 75-195; s. 3, ch. 81-192; s. 35, ch. 93-174.

450.021 Minimum age; general.—

(1) Minors of any age may be employed:

(a) As pages in the Florida Legislature.

(b) By motion-picture studios, television studios, and legitimate theaters as prescribed in s. 450.132.

(c) In domestic or farm work in connection with their own homes and directly for their own parents during the hours public schools are not in session.

(2) No person 9 years of age or younger shall engage in street trades.

(3) Except as provided in subsection (1), no person 11 years of age or younger shall be employed, permitted, or suffered to work in any gainful occupation at any time.

(4) No person 17 years old or younger, whether or not such person's disabilities of nonage have been removed by marriage or otherwise, shall be employed, permitted, or suffered to work in any place where alcoholic beverages are sold at retail, except as provided in s. 562.13.

History.—s. 1, ch. 28240, 1953; s. 2, ch. 57-224; s. 1, ch. 75-195; s. 1, ch. 77-174; s. 4, ch. 81-192.

450.045 Proof of age.—Any person who hires, employs, or suffers to work any child shall, in addition to the limitations provided in this part, first obtain and keep on record during the entire period of such employment proof of the child's age. This requirement shall be satisfied by:

(1) A photocopy of the child's birth certificate;

(2) A photocopy of the child's driver's license;

(3) An age certificate issued by the district school board of the district in which the child is employed, certifying the child's date of birth; or

(4) A photocopy of a passport or visa which lists the child's date of birth.

History.—s. 5, ch. 81-192.

450.061 Hazardous occupations prohibited.—

(1) No minor 15 years of age or younger, whether or not such person's disabilities of nonage have been removed by marriage or otherwise, shall be employed or permitted or suffered to work in any of the following occupations:

(a) In connection with power-driven machinery, except power mowers with cutting blades 40 inches or less.

(b) Mines or quarries.

(c) The manufacture, transportation, or use of explosive or highly inflammable substances.

(d) Sawmills or logging operations.

(e) On any scaffolding.

(f) In heavy work in the building trades.

(g) In the operation of a motor vehicle, except a motorscooter which he is licensed to operate, except that 14-year-old and 15-year-old workers may drive farm tractors in the course of their farmwork under the close supervision of their parents on a family-operated farm, and except that qualified 14-year-old and 15-year-old workers may drive tractors in the course of their farmwork under the close supervision of the farm operator. "Qualified," as used herein, means having completed a training course in tractor operation sponsored by a recognized agricultural or vocational agency, as evidenced by duly executed certificate, such certificate to be filed with the farm operator for the duration of the employment.

(h) In oiling, cleaning, or wiping machinery or shafting or applying belts to pulleys.

(i) In repairing of elevators or other hoisting apparatus.

(j) In operating meat-grinding machines, dough brakes, or mixing machines in bakeries or operating cracker-making machinery.

(k) In the operation of emery or polishing wheels.

(l) In the operation of punch presses or stamping machines.

(m) In the manufacture of paints, colors, white lead, or dangerous or poisonous dyes or in preparing compositions in which dangerous leads or acids are used.

(n) In the operation of power-driven laundry or dry cleaning machinery or any similar power-driven machinery.

(o) At spray painting.

(p) Spraying of insecticides or other toxic substances determined to be poisonous to human beings through skin contact or inhalation.

(q) Alligator wrestling work in connection with snake pits, or similar hazardous activities.

(r) The manufacture, transportation, or use of radioactive materials.

(2) No minor under 18 years of age, whether such person's disabilities of nonage have been removed by marriage or otherwise, shall be employed or permitted or suffered to work in any place of employment or at any occupation hazardous or injurious to the life, health, safety, or welfare of such minor, as such places of employment or occupations may be determined and declared by the Division of Labor, Employment, and Training of the Department of Labor and Employment Security to be hazardous and injurious to the life, health, safety, or welfare of such minor.

History.—s. 1, ch. 28240, 1953; s. 5, ch. 57-224; ss. 4, 5, ch. 61-182; s. 1, ch. 63-62; ss. 17, 35, ch. 69-106; s. 1, ch. 73-283; s. 2, ch. 75-195; s. 1, ch. 77-174; s. 11, ch. 78-95; s. 42, ch. 79-7; s. 36, ch. 83-174.

450.081 Hours of work in certain occupations.—

(1)(a) No child 17 years of age or younger shall be employed, permitted, or suffered to work in any gainful occupation for more than 6 consecutive days in any one week, more than 30 hours in any one week, or more than 10 hours in any one day, nor shall any child 15 years of age or younger be so employed, permitted, or suffered to work before 6:30 a.m. or after 9 p.m. when school is scheduled for the following day. No child 16 or 17 years of age shall be so employed, permitted, or suffered to work before 5 a.m. or after 12 midnight when school is scheduled for the following day. On any day when school is in session, no child 15 years of age or younger who is not enrolled in a vocational education program shall be gainfully employed for more than 4 hours, unless there is no session of school on the following day.

(b) The provisions of paragraph (a) shall not apply to:

1. Any child 17 years of age or younger during holiday and summer vacations, but shall be applicable to such child only during the regular school year.

2. Any child 16 or 17 years of age who has graduated from high school.

3. Any child within the compulsory school-attendance age limit who holds a valid certificate of exemption issued by the school superintendent or his or her designee pursuant to the provisions of s. 232.06.

4. Any child who qualifies on a hardship basis such as economic necessity, family emergency, or seasonal work. Such determination shall be made by the school superintendent or his or her designee.

(2) No child under 18 shall be employed, permitted, or suffered to work for more than 5 hours continuously without an interval of at least 30 minutes for a lunch period, and for the purposes of this law no period of less than 30 minutes shall be deemed to interrupt a continuous period of work.

(3) The presence of any child in any place of employment during working hours shall be prima facie evidence of his employment therein.

(4) This section shall not apply to the work of minors in domestic service in private homes, farmwork, pages in the Florida Legislature, or street trades, except that no one 15 years of age or younger shall engage in street trades between the hours of 9 p.m. and 5 a.m.

History.—s. 1, ch. 28240, 1953; s. 24, ch. 57-1; s. 6, ch. 57-224; s. 6, ch. 61-182; ss. 17, 35, ch. 69-106; s. 1, ch. 73-283; s. 2, ch. 75-195; s. 6, ch. 81-192; s. 1, ch. 86-13.

450.095 Waivers.—In extenuating circumstances when it clearly appears to be in the best interest of the child, the division may grant a waiver of the restrictions imposed by the Child Labor Law on the employment of a child. Such waivers shall be granted upon a case-by-case basis and shall be based upon such factors as the division, by rule, establishes as determinative of whether such waiver is in the best interest of a child.

History.—s. 7, ch. 81-192.

450.121 Enforcement of Child Labor Law.—

(1) The Division of Labor, Employment, and Training shall administer this chapter. It shall employ such help as is necessary to effectuate the purposes of this chapter, all of whom shall be employed in accordance with the merit system of the division. Other agencies of the state may cooperate with the division in the administra-

tion and enforcement of this part. To accomplish this joint, cooperative effort, the division may enter into intergovernmental agreements with other agencies of the state whereby the other agencies may assist the division in the administration and enforcement of this part. Any action taken by an agency pursuant to an intergovernmental agreement entered into pursuant to this section shall be considered to have been taken by the division.

(2) It is the duty of the division and its agents and all sheriffs or other law enforcement officers of the state or of any municipality of the state to enforce the provisions of this law, to make complaints against persons violating its provisions, and to prosecute violations of the same. The division and its agents have authority to enter and inspect at any time any place or establishment covered by this law and to have access to age certificates kept on file by the employer and such other records as may aid in the enforcement of this law. Attendance assistants employed pursuant to s. 232.17 shall report to the division all violations of the Child Labor Law that may come to their knowledge.

(3) It is the duty of any magistrate of any court in the state to issue warrants and try cases made within the limit of any city over which such magistrate has jurisdiction in connection with the violation of this law.

(4) Grand juries shall have inquisitorial powers to investigate violations of this chapter, also, county court judges and judges of the circuit courts shall specially charge the grand jury, at the beginning of each term of the court, to investigate violations of this chapter.

History.—s. 1, ch. 28240, 1953; ss. 17, 35, ch. 69-106; s. 1, ch. 73-283; s. 121, ch. 73-333; s. 26, ch. 73-334; s. 1, ch. 77-119; s. 1, ch. 77-174; s. 8, ch. 81-192; s. 37, ch. 83-174.

450.132 Employment of children by motion picture and television studios; rules and regulations; procedures.—

(1) Children within the protection of our child labor statutes may, notwithstanding such statutes, be employed by motion picture studios, television studios and legitimate theaters in the production of motion pictures, legitimate plays, and television shows in any work not determined by the Division of Labor, Employment and Training to be hazardous, or detrimental to their health, morals, education, or welfare.

(2) The Division of Labor, Employment, and Training shall, as soon as convenient, and after such investigation as to the division may seem necessary or advisable, determine what work, in connection with the production of motion pictures, legitimate plays, and television shows, is not hazardous, or detrimental to the health, morals, education, or welfare of children within the purview and protection of our child labor laws. When so adopted, such rules and regulations shall have the force and effect of law in this state.

(3) Motion picture studios, legitimate theaters and television studios wishing to qualify for the employment of children in work not hazardous or detrimental to their health, morals, or education shall make application to the division for a permit qualifying them to employ children in the production of motion pictures and television shows. The form and contents thereof shall be prescribed by the division.

(4) Motion picture studios, legitimate theaters, and television studios desiring to employ children shall file with the division, on forms to be prescribed by the division, applications requesting that named children be certified as eligible for employment in the motion picture, legitimate theater, and television industries. Upon the filing of such application, the division shall investigate the age, school record and attendance, and health of each child named and whether or not employment of the child named in the production of motion pictures, legitimate plays, and television shows would be detrimental to such child. Upon completion of the investigation, the division shall issue certificates of identification of those children who satisfactorily meet the requirements of its rules and regulations and the statutes of this state. The division shall place upon an eligibility list the names of the children to whom certificates of identification are issued, and it shall be presumed that any child for whom such a certificate of identification may be issued is eligible for employment, unless such certificate be revoked or suspended by the division for cause.

(5) Any duly qualified motion picture studio, legitimate theater, or television studio may employ any child holding a certificate of identification, as aforesaid; however, if any studio or theater employing a child causes, permits, or suffers such child to be placed under conditions which are dangerous to the life or limb or injurious or detrimental to the health or morals or education of the child, the right of that studio or theater and its representatives and agents to employ children as provided herein shall stand revoked, unless otherwise ordered by the division, and the person responsible for such unlawful employment is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(6) Any motion picture studio, legitimate theater, or television studio and its agents employing children hereunder are required to notify the division, showing the date of the commencement of work, the number of days worked, the location of the work, and the date of termination.

(7) The time spent by children in rehearsals and in learning or practicing any of the arts, such as singing and dancing, for or under the direction of a motion picture studio, legitimate theater, or television studio, shall be counted as work time when such learning or practicing is connected with or is in contemplation of particular pictures or shows.

History.—s. 1, ch. 65-486; ss. 17, 35, ch. 69-106; s. 379, ch. 71-136; s. 1, ch. 73-283; s. 1, ch. 77-174; ss. 38, 39, ch. 83-174.

450.141 Employing minor children in violation of law; penalty.—Whoever violates any provisions of this law, or employs or permits or suffers any minor to be employed or to work in violation of this law, or of any order issued under the provisions of this law, or obstructs persons authorized under this law in the inspection of places of employment, and whoever, having under his control any minor, permits him to be employed or to work in violation of this law, shall for such offense be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Each day during which any violation of this law continues shall constitute a separate and distinct offense, and the em-

ployment of any minor in violation of the law shall, with respect to each minor so employed, constitute a separate and distinct offense.

History.—s. 1, ch. 28240, 1953; s. 380, ch. 71-136.

450.151 Hiring and employing; infliction of pain or suffering; penalty.—Any person who takes, receives, hires, employs, uses, exhibits, or, in any manner or under any pretense, causes or permits any child less than 18 years of age to suffer; who inflicts upon any such child unjustifiable physical pain or mental suffering; who willfully causes or permits the life of any such child to be endangered or his health to be injured or such child to be placed in such situation that his life may be endangered or his health injured; or who has in custody any such child for any of the purposes aforesaid is guilty of a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

History.—s. 1, ch. 28240, 1953; s. 381, ch. 71-136; 2, ch. 75-195; s. 1, ch. 77-174; s. 2, ch. 78-326; s. 1, ch. 83-75.

cf.—s. 787.01 Kidnapping; kidnapping of child under age 13; aggravating circumstances.

s. 787.02 False imprisonment; false imprisonment of child under age 13; aggravating circumstances.

450.161 Chapter not to affect vocational education of children; other exceptions.—Nothing in this chapter shall prevent minors of any age from receiving vocational education furnished by the United States, this state, or any county or other political subdivision of this state and duly approved by the Department of Education or other duly constituted authority, nor any apprentice indentured under a plan approved by the Division of Labor, Employment, and Training, or prevent the employment of any minor 14 years of age or older when such employment is authorized as an integral part of, or supplement to, such a course in vocational education and is authorized by regulations of the district school board of the district in which such minor is employed, provided the employment is in compliance with the provisions of ss. 450.021(4) and 450.061.

History.—s. 1, ch. 28240, 1953; s. 7, ch. 61-182; ss. 15, 17, 35, ch. 69-106; s. 1, ch. 69-300; s. 1, ch. 73-283; s. 2, ch. 75-195; s. 40, ch. 83-174.

DEVELOPING SAFETY HABITS FOR THE COOPERATIVE EDUCATIONAL STUDENT

DESIRED RESULTS AND OBJECTIVES

To provide the cooperative vocational education students with the necessary information concerning safety on the job.

ASSIGNMENT

Your teacher will provide you with information regarding on-the-job safety. From the information given, complete the following assignments.

TO THE STUDENT-LEARNER

The three major causes of accidents of young workers resulting in injuries are the following: (1) dropping boxes or objects and striking themselves with simple tools, (2) being caught between objects, and (3) attempting tasks beyond their physical capabilities. Young workers need instruction on how to use hand tools safely, and instructions regarding the worker's physical limitations as it relates to the job.

The student-learner should be alert to on-the-job safety procedures regarding himself, customers, his working environment, and fellow employees. Also, each student-learner on the job should be cognizant of emergency procedures regarding accidents, fires, robberies, and natural disasters.

LABORATORY ASSIGNMENT

1. Complete the attached check list on General Saftey Instruction.

2. Read the information given in Safety Test Guidelines (VTA Form #341) and take a written examination regarding job-related safety applicable to your training.

3. Fill out the following forms: Safety Agreement (VTA Form #340), and Training Agreement (VTA Form #335). Return them to your instructor completed in full.

4. From your employer, find out the correct procedures to follow when you, a customer, or another employee are involved in an accident.

CHILD LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT

H A Z A R D O U S O C C U P A T I O N S

To The Student: Your teacher-coordinator has been provided a copy of "Child Labor Bulletin No. 101." Cooperative Vocational Education students are not to be employed in hazardous occupations except in those cases when an exemption has been authorized. There are 17 hazardous occupations identified in the "Child Labor Bulletin." Orders Nos. 5, 8, 10, 12, 14, 16, and 17 contain exemptions for student-learners under specific conditions as listed in this bulletin. After reading "Child Labor Bulletin No. 101" on Hazardous Occupations, complete the following:

Listed below are duties that have been assigned to me that are listed in "Child Labor Bulletin No. 101."

Hazardous Occupations Order Number Involving:	(Answer Yes or No) Are your job duties related to this Order?
1. Establishments manufacturing or storing explosives	_____
2. Motor-vehicle driver and outside helper	_____
3. Coal mines	_____
4. Sawmills, lath mill, shingle mill, or cooperage-stock mill	_____
5. Power-driven woodworking machines	_____
6. Exposure to radioactive substances and to ionizing radiations	_____
7. Elevators and other power-driven hoisting apparatus	_____
8. Power-driven metal forming, punching, and shearing machines	_____
9. Mining, other than coal	_____
10. Slaughtering, meat-packing or processing, or rendering	_____
11. Operation of certain power-driven bakery machines	_____
12. Certain power-driven paper-products machines	_____
13. Manufacture of brick, tile, and kindred products	_____
14. Circular saws, band saws, and guillotine shears	_____
15. Wrecking, demolition, and ship-breaking operations	_____
16. Roofing operations	_____
17. Excavation operations	_____

HAZARDOUS OCCUPATIONS - cont.

In the event you and your teacher-coordinator have identified a hazardous occupation or duty that has been declared particularly hazardous, it will be necessary for you to make sure you are employed under the following provisions:

1. You are employed under a written training agreement.

2. That the work you are performing in an occupation that has been declared particularly hazardous shall be incidental to your training.

3. That the work is intermittant and for short periods of time and under the direct and close supervision of a qualified and experienced person.

4. That safety instruction shall be given by the school and correlated by the employer with on-the-job training.

5. That a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

On the pages to follow are the necessary forms to be completed by you and/or the teacher-coordinator. The completion of these forms are necessary so that you may be in compliance with the provisions of the Fair Labor Standards Act.

Form # 335	THE TRAINING AGREEMENT
Form # 337	SCHEDULE OF PROCESSES
Form # 341	SAFETY GUIDELINES
Form # 340	SAFETY AGREEMENT

After the above named forms have been satisfactorily completed; they must be placed in student file folder maintained by the teacher coordinator and one copy to be filed with the age certificate that is placed on file with the employer.

HAZARDOUS OCCUPATIONS - cont.

On the preceding pages, you have listed your performance requirements, job duties and repsonsibilities, and you have identified those job duties that you feel are closely allied or are directly comparable to those listed as hazardous occupations. In the space provided below list any major duty, task or assignment that you feel is hazardous, but was not listed as one of those 17 as listed in child labor bulltein #1. List any machine that you operate that is operated in conjunction with the task.

EXAMPLE:

	ASSIGNMENT	MACHINE OPERATED
1.	Remove excess stock on unfinished lumber	Planer
2.	Center, drill, spot-face connecting rods	Drill
3.	Face 1 x 4's for cabinet construction	Jointer

LIST YOUR JOB DUTIES NOT COVERED IN THE IDENTIFIED 17 HAZARDOUS OCCUPATIONS

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

DADE COUNTY PUBLIC SCHOOLS
County Office of Vocational and Adult Education
1450 Northeast Second Avenue
Miami, Florida 33132

SAFETY TEST GUIDELINES

Written safety examinations shall be administered to student-learners seeking on-the-job training in occupations listed in Child Labor Bulletin No. 101, as being particularly hazardous and in any other occupational training situation as determined by the Teacher-Coordinator.

The teacher-coordinator will prepare and maintain safety tests in each of the occupational areas of training available to student-learners.

Written examinations may be administered by either the teacher-coordinator and/or by a certified subject area vocational teacher.

The teacher-coordinator will score all written safety tests administered in their area and will maintain them on file in the confidential individual student-learner file folder. A score of 90-100% is required for a passing grade.

Student-learner with passing scores of 90% but less than 100% will be required to receive supplemental instruction on those test items incorrectly answered. It will be the responsibility of the teacher-coordinator to provide for this instruction, ascertain the student-learner's understanding and to make notation of its completion on the students test paper. All notation of this nature should be dated and signed by both the teacher-coordinator and the student-learner.

Student-learners scoring 89% or less will be permitted one (1) retest, per occupation, to qualify for placement consideration.

It is recommended that student-learners be provided applicable safety instructional material for self-study prior to the examination.

When advisable, evaluation of student-learner's may be performance based, arrangements are to be made by the teacher-coordinator processing the applicant. Performance based, safety tests will be administered and scored by a certified subject area vocational teacher. The final grade will be marked as either "Satisfactory" or "Unsatisfactory."

Authorized persons administering safety tests will, in triplicate, initiate and sign the Safety Agreement. Completed copies of the Safety agreement will be maintained in the following files:

Teacher-Coordinator File
Confidential Student-Learner File Folder
Employer-Training Agency File

COOPERATIVE VOCATIONAL EDUCATION

DADE COUNTY PUBLIC SCHOOLS
County Office of Vocational and Adult Education
1450 Northeast Second Avenue
Miami, Florida 33132

SAFETY AGREEMENT

This is to certify that _____, a student-learner is enrolled in a Cooperative Vocational Education training program conducted by the Dade County Public School System. This student-learner is employed under a written agreement in compliance with the Child Labor provisions of the Fair Labor Standard Act, Child Labor Bulletin No. 101, which provides:

That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to this training and under the direct and close supervision of a qualified and experienced person.

That safety instructions shall be given to the student-learner by the teacher-coordinator and correlated by the employer with on-the-job training.

That signed copies of the written agreement shall be kept on file by both the teacher-coordinator and the employer.

The student-learner enrolled in this program will be under the supervision of the teacher-coordinator who is responsible to determine whether or not a specific occupation is hazardous.

The student-learner named above has, as of the date below, been instructed and satisfactorily tested on the saftey precautions and practices for the occupational area classified as _____.

STUDENT LEARNER AGREEMENT

Having the knowledge and understanding of the safety precautions and practices necessary for me to be a safe student-learner in this occupational area, I Promise to abey all safety practices and regulations at all times. Furthermore, I will not attempt to perform any task or operate any equipment until qualified and authorized.

_____ Signature of Person Administering Examination

_____ Signature of Student-Learner

_____ Signature of Parent/Guardian

_____ Signature of Teacher-Coordinator

VTA Form #340-7/74

_____ Date

PREPAREDNESS CHECKLIST

Rate yourself by checking "yes" or "no" to the following questions. You are fully prepared when you can check "yes" to every statement.

	Yes	No
I. I know:		
1. The civil defense warning signals and what they mean.	___	___
2. My community's plan for disaster and emergency action.	___	___
3. How to protect myself from fallout and radioactivity.	___	___
4. What to do if at home or work when the alert sounds.	___	___
5. How to tune in radio and listen for instructions.	___	___
II. Preparedness:		
1. I know the closet fallout shelter to my home and work.	___	___
2. I know where emergency supplies of food and water are.	___	___
3. I know where emergency station is on the radio dial.	___	___
4. My (our) car is equipped with radio and is always in ready use when needed for emergency . . . tank half-full of gas, in good mechanical condition, has blankets, first aid kit.	___	___
5. I have a good supply of food and water packed in correct containers.	___	___
6. I know what to look for in fire hazards and how to protect home and store in case of fire.	___	___
7. I know the civil defense preparedness code.	___	___
8. I know where and how to go in case of emergency.	___	___
9. I know where to direct customers and employees in the store.	___	___
10. I know how to use simple radiation-detection instruments.	___	___
III. Training Actions:		
1. I have taken a course in or know:	___	___
a. First aid	___	___
b. Care of sick and injured	___	___
c. Fire-fighting methods	___	___
d. Basic rescue methods	___	___
2. If evacuation is ordered, I know what routes to take and where to go.	___	___

Adapted from Personal Preparedness in the Nuclear Age, Manual SM-3-11, Department of Defense, Office of Civil Defense, U.S. Government Printing Office, Washington, D. C., October, 1961.

GENERAL SAFETY EXAMINATION

All areas and types of employment have common potential dangers and hazards. Even though the risk to the student may be minimal, precautions must always be observed.

The "General Safety Examination" is not intended as a safety test for any particular occupation, but one of broad coverage, attempting to fill in between the specific occupational safety tests. All WEP students should have a post-test score of at least 80%.

Answer Key:

1. True
2. False
3. True
4. True
5. False
6. False
7. True
8. True
9. True
10. True
11. False
12. False
13. True
14. False
15. True
16. True
17. True
18. False
19. False
20. True
21. True
22. False
23. True
24. True
25. True
26. A
27. A
28. D
29. C
30. D
31. D
32. B
33. D
34. A
35. C

WORK EXPERIENCE PROGRAM

GENERAL SAFETY EXAMINATION

NAME _____ DATE _____

SCHOOL _____ TEACHER _____

PRE-
TEST
POST-

TRUE-FALSE If the statement is true, put the word **TRUE** in the blank to the right of the statement. If the statement is false, put the word **FALSE** in the blank to the right of the statement.

1. It is hazardous to leave objects protruding over the edge of shelves, counters, and work benches. _____
2. It is not necessary to learn the location of emergency exits as I can follow other personnel to them during an emergency. _____
3. It is the law in the State of Florida, that eye protection devices be worn by students anytime you are engaged in or are observing an activity. _____
4. When in a hurry and using a stairway, one should never take more than two (2) steps at a time. _____
5. Using boxes or chairs to reach items that are above your reach is a safe practice. _____
6. Standing on a wet surface when using electric powered equipment is of no hazard to the operator. _____
7. Wearing the proper clothing for your occupation is a very important safety precaution. _____
8. It is necessary for me to report all accidents and injuries. _____
9. "Foolish hurry" - such as running, jumping, and "horse-play" - is dangerous. _____

10. All safety and warning signs should be observed. _____

11. Only major injuries need to be reported to your supervisor. _____

12. A ladder that has a loose or weak step is safe to use when you are aware of it's condition. _____

13. I should work clear of suspended loads and stand clear where heavy lifting is going on. _____

14. Oily or dirty rags should be piled in an out-of-the-way corner. _____

15. I should, even on the first day of work, learn the procedures to be used in the event of a fire. _____

16. I should never attempt to use electrical equipment unless instructed in its safe use. _____

17. When an automobile is being started by another person, it is best to stand to the side rather than to the front or rear of it. _____

18. Portable electric power tools are safe to use when standing on wet or damp surfaces. _____

19. Using hammers with loose heads or split handles is permissible if you inform your fellow workers. _____

20. As a safety measure, ground wires leading from electric powered equipment should be connected to reduce shock hazards. _____

21. When on the job, I should not attempt to perform any task or operate any equipment until qualified or authorized. _____

22. All electrical wires need not be treated as live wires. _____

23. Select and use only those electrical extension cords that are safe, suitable, and of the correct electrical capacity. _____

24. When working on or close to electrical wires, circuits, or batteries, it is a safe practice to remove rings, watches, and other forms of ornamental jewelry. _____

25. In certain occupations, the wearing of jewelry and loose clothing is hazardous. _____

MULTIPLE CHOICE: Mark the choice that best completes the sentence.

26. Any liquid spilled on the floor should be

( ) a. cleaned up right away
( ) b. Cleaned up when convenient.
( ) c. left to dry.
( ) d. cleaned up at the end of the day.

27. When lifting heavy objects from the floor, you should always bend your knees and lift with your

( ) a. legs.
( ) b. arms
( ) c. back
( ) d. neck.

28. What is the easiet way of preventing injury due to accident?

( ) a. Heed all safety precautions.
( ) b. Heed all safety rules.
( ) c. Work as slowly as possible.
( ) d. both "a" and "b"

29. Fires in and around electrical equipment are best extinguished by using

( ) a. water.
( ) b. sand.
( ) c. carbon dioxide.
( ) d. soda acid chemical solution.

30. As gasoline is highly flammable, small quanities should be stored

( ) a. in red metal containers.
( ) b. in an outbuilding.
( ) c. away from flame, execessive heat and sparks.
( ) d. all of the above.

31. Indoor operation of gasoline powered equipment is dangerous as the exhaust gases contain carbon monoxide which will

( ) a. cause brain damage.
( ) b. cause drowsiness.
( ) c. cause death.
( ) d. all of the above.

32. When it is necessary to use an extension ladder, the feet of the ladder should be positioned from the wall at a minimum distance of

( ) a. 1/8 the length of the ladder.
( ) b. 1/4 the length of the ladder.
( ) c. 1/5 the length of the ladder.
( ) d. 1/3 the length of the ladder.

33. To avoid possible electrical shock, before plugging in an electrically powered device, be sure

( ) a. you are standing on a dry floor.
( ) b. that your hands are dry.
( ) c. the safety guards are in place.
( ) d. both "a" and "b".

34. Your attitude is important. Keep your mind on what you are doing. Allowing your mind to wander while working is very hazardous.

( ) a. This statement is absolutely correct.
( ) b. This statement is only partially correct.
( ) c. This statement is false.
( ) d. This statement is not relevant to this examination.

35. Office file cabinets and office secretarial chairs are never hazardous.

( ) a. This statement is absolutely correct.
( ) b. This statement is only partially correct.
( ) c. This statement is false.
( ) d. This statement is not relevant to this examination .

WORK EXPERIENCE PROGRAM
INSERVICE MEETINGS

All Work Experience Program teachers are required to attend:

- Inservice subject meetings as planned by The Office of Vocational, Adult, Career and Community Education.

- Authorized scheduled inservice workshops and seminars.

Absence from any of the meetings and activities above may be granted by the principal upon conferring with the Work Experience Program Coordinator prior to the meeting.

WORK EXPERIENCE PROGRAM

Calendar of Events
and
District Program Visitation Schedule 1990-91

SEPTEMBER 1990
10th - Travel & Visitation Report Due
American Senior
Lake Stevens Middle
Jose Marti Middle

Hialeah Senior
Henry Filer Middle
Hialeah Middle

Hialeah Miami Lakes Senior
Miami Lakes Middle
North Dade Middle
Palm Sprngs Middle

Miami Carol City Senior
Carol City Middle
McMillian Middle
Southwood Middle

OCTOBER 1990
10th - Travel & Visitation Report Due
Miami Beach Senior
Nautilus Middle
Miami Norland Senior
Norland Middle
Parkway Middle

North Miami Senior
Thomas Jefferson Middle
North Miami Middle

North Miami Beach Senior
Highland Oaks Middle
John F. Kennedy Middle

Equipment Purchase Orders Due.
Supplies Purchase Orders Due.
Vocational Curriculum Supplies Orders Due.

Miami Senior
Citrus Grove Middle
Shenandoah Middle
South Miami Middle
G. Holmes Braddock Senior

NOVEMBER 1990
10th - Travel & Visitation Report Due
Miami Central Senior
Madison Middle
Westview Middle

Miami Carol Park Senior
Ruben Dario Middle
Rockway Middle

Miami Northwestern Senior
Charles Drew Middle
Brownsville Middle

Miami Springs Senior
Miami Springs Middle

DECEMBER 1990
10th - Travel & Visitation Report Due
McArthur North Senior
Jan Mann Opportunity North
McArthur South Senior
JRE Lee Youth Opportunity South
Corporte Academy
Outreach
Little Havana Institute
South Beach Middle
COPE Center North
COPE Center South

JANUARY 1991
10th - Travel & Visitation Report Due
Coral Gables Senior
Kinlock Park Middle
Ponce de Leon Middle

JANUARY 1991 (Con't)

Miami Edison Senior
- Miami Edison Middle
- Horace Mann Middle

Miami Jackson Senior
- Allapattah Middle
- BT Washington Middle

FEBRUARY 1991

10th - Travel & Visitation Report Due

Miami Killian Senior
- Arvida Middle
- Glades Middle

Miami Palmetto Senior
- Palmetto Middle

South Miami Senior
- West Miami Middle

Southwest Senior
- Riviera Middle
- WR Thomas Middle

MARCH 1991

10th - Travel & Visitation Report Due

Homestead Senior
- Campbell Drive Middle

Miami Sunset Senior
- Hammocks Middle

Miami Southridge Senior
- Centennial Middle
- Cutler Ridge Middle
- Mays Middle

South Dade Senior
- Homestead Middle
- Redland Middle

APRIL 1991

10th - Travel & Visitation Report Due
- Awards Program Submisions Due
- Vocational Equipment Wish List Due

MAY 1991

10th - Travel & Visitation Report Due
- Secondary Programs Statistical Reports Du
- Secondary Programs Placement Reports Due
- Handbook Revision Recommendations

JUNE 1991

10th - Travel & Visitation Reports Due

ADULT CENTERS
- American
- Baker Aviation
- Coral Gables
- Dorsey Skill Center
- Fienberg/Fisher Adult
- Hialeah
- Hialeah Miami Lakes
- Lindsey Hopkins Tech
- Miami Carol City
- Miami Coral Park
- Miami Jackson
- Miami Lakes Tech
- Miami Northwestern
- Miami Senior
- Miami Skill Center
- Miami Southridge
- Miami Springs
- Miami Sunset
- Robert Morgan Vocational Tech
- South Dade Skill Center
- Miami Beach

AUGUST 1991

Secondary Two-Week Pre-Planning Form due
Adult program Statistical Reports due
Adult program Placement Reports due
10th Final Travel & Visitation Report due

CALENDAR OF SUGGESTED PUBLIC RELATIONS DEVELOPMENT ACTIVITIES

AUGUST

1. Prepare material for publication via television and newpaper designed to alert employees in the cooperative program.
2. Accept invitation to speak to one or more civic clubs about program goals for the year.
3. Seek opportunity to speak to the faculty during preschool workshop. Distribute brochure which depicts faculty role in cooperative education.

SEPTEMBER

1. Prepare a report on student placement suitable for presentation to faculty, school administrators, and other appropriate publics.
2. Prepare a bulletin-board display depicting the need for students in unusual occupational areas.
3. Prepare materials for publication concerning program growth and development.
4. Accept invitations to speak to civic organizations concerning program values to the community.
5. Organize the student club and publicize its purpose and function as a part of the Work Experience Program.

OCTOBER

1. Invite the school administration to visit the classroom.
2. Prepare an exibit or demonstration for the county fair. Pass out brochures..
3. Seek invitation to present student symposium to PTA and civic organizations.

CALENDAR OF SUGGESTED PUBLIC RELATIONS

4. Prepare a student group to present an assembly program relative to the student values of Work Experience.

5. Publicize the student club program of work for the year.

6. Ask the student club to sponsor, promote, and conduct an open house for the high school or junior high faculty and administration.

NOVEMBER

1. Prepare a float or other appropriate representation for the homecoming parade.

2. Visit the homes of Work Experience students upon invitation.

3. Ask the student club to sponsor, promote, and conduct an open house for parents and relatives of students.

4. Invite the local daily newspaper to assign reporters and supporting staff to the presentation of a featue story concerning Work Experience and its contribution to the economic development of the community.

5. Prepare a portable display for showing at appropriate locations in the community. The theme of the display should have to do with an important aspect of Work Experience.

DECEMBER

1. Publicize public service projects of the students club, such as the adoption of a needy family for Christmas.

2. Invite school administrators to visit training agencies where students are placed.

3. Plan an assembly program to feature statements to the student body by former Work Experience students.

4. Prepare a news article featuring one or more program participants (use photographs).

5. Secure a cooperative education film suitable for presentation to in-school and community groups.

6. Develop a video-tape production of your program for the same use.

7. Develop a slide-tape presentation for the same use.

JANUARY

1. Invite student reporters and photographers from the school paper to prepare a feature story on work experience education.

2. Invite local and state officials to visit the class. Have students prepared to explain how related instruction is accomplished.

3. Prepare a news article in the form of a report to the community on the accomplishments of cooperative education and work experience since its inception.

FEBRUARY

1. Initiate and publicize a club planning committee for the annual employer-employee banquet.

2. Accept invitations to address local civic clubs, featuring students in the program.

3. Prepare a news article describing the student club budget and fund-raising projects to finance it.

MARCH

1. Prepare an assembly program designed primarily to initiate enrollment process for next year.

2. Prepare and present short presentation via television designed to alert employers and students that their interest in participating in the program should be made know to proper authorities.

3. Prepare special bulletin-board display which lists occupational opportunities for new enrollees.

CALENDAR OF SUGGESTED PUBLIC RELATIONS

APRIL

1. Announce the mass meeting for potential Cooperative Work Experience students through all feasible in-school channels.
2. Consider the advisability of mailing a letter or other form of information to eligible student and parents.
3. Announce enrollment deadlines.
4. Prepare news article on the employer-employee banquet program featuring the individual who will deliver the principal address.
5. Invite the press to attend the employer-employee banquet.

MAY

1. Present to the Advisory Committee a report on student selection and the need for qualified training agencies.
2. Prepare final publicity releases relative to employer-employee banquet.
3. Prepare and submit an annual report to appropriate administrative officials.
4. Write an open letter to all cooperating employers expressing appreciation for their cooperation.
5. Become involved in an appropriate professional improvement activity.

E.F. Mitchell Cooperative Vocational Education-Principles, Methods, and Problems. Allyn & Bacon, Boston, Massachusetts, 1977.

FIELD TRIP SUGGESTIONS

COMPANY (CONTACT PERSON)	ADDRESS PHONE #	DESCRIPTION	DAY TIME	TIME LENGTH (HOURS)	NOTICE NEEDED (WEEKS)	ADDITIONAL INFORMATION
BAPTIST HOSPITAL Mrs. Levi	8900 N. Kendall Drive 596-6675	Physical Therapy Emergency, Radiation chapel, film lab	By Appt.	1	2	Will need # of children & ages. Teacher's name & phone #, address of school
BERTRAM YACHTS Loren Schweizer	3660 N.W. 21 St. 633-8011	All phases of boat production.	TBA 9:30am	1½	2	Call in advance to conf field trip.
BURGER KING UNIV. Mike Granto or Al Jesness	7867 N. Kendall 596-7810	Tour & slide show	By Appt. TBA	1	2	Call at least two weeks in advance.
COULTER ELECTRONICS Fidel Araica	650 W. 20th St. Hialeah 885-0131	Manufacturing & business area, electronic hospital equipment	By Appt.	2	2	List of all names for security.
FEDERAL RESERVE BANK Frank Blaschke or Ruth Jones	9100 N.W. 36 St. 591-2065 ext. 160	Currency & coin sorting, gold coin & counterfeit display, check collection operation, computer room & security system.	Tues. or Thurs. 9:00am thru 10:00am & 1:00pm	1	2	All names needed a week in advance. No cameras. 8th graders & up only. Maximum 25. Sept. is a bad month.

FIELD TRIP SUGGESTIONS - PAGE 2

COMPANY (CONTACT PERSON)	ADDRESS PHONE #	DESCRIPTION	DAY TIME	TIME LENGTH (HOURS)	NOTICE NEEDED (WEEKS)	ADDITINAL INFORMATION
SOUTHEAST BANK Carolyn White	100 S. Biscayne 577-3113	Safe deposit, Executive Offices, main banking floor, word processing, tellers, Board Room Personnel Conference Room & Bank Penthouse, orientation on jobs.	TWTH am	1½	2	Gifts & giveaways. Maximum of 30 people.
SOUTH MIAMI HOSPITAL Nancy Gross	7400 S.W.62 Ave. 662-8105	Physical therapy, emergency room, pulmonary lab, clinic & radiology	By Appt.	1-2	2 mo.	Call in advance. Maximum 12.
THIOKOL-A.F. CORP. Pat Lamon	14201 N.W. 60 Ave. 821-7330	Cycle of plastic sprayer made from raw material, molding, assembling & sent to shipping.	By Appt.	1½	2	
WESTERN ELECTRIC Laverne Owens	18201 N.W. 2 Ave. 652-2451 ext. 191	Shop, offices, functions, explained.	By Appt.	1½	2	Must request field trip by letter.
WILLIAMSON CADILLAC Ed Williamson	7250 N. Kendall Drive 666-1901	Retail auto sales and careers	By Appt.	-	1	Could combine with Chase Federal.

FILED TRIP SUGGESTIONS - PAGE 3

COMPANY (CONTACT PERSON)	ADDRESS PHONE #	DESCRIPTION	DAY TIME	TIME LENGTH (HOURS)	NOTICE NEEDED (WEEKS)	ADDITIONAL INFORMATION
GENERAL MAIL FACILITY Gerry Allen	2200 N.W.72 Ave. 591-0202	All phases of mail processing; cancelling process, letter sorters, registered mail & customs (maybe)	TWTH 9:30 & 10:00am	1	1	Only leather soled shoe no tennis shoes, thongs or high spikes. Nov., D are busy months. Could be combined with MIA.
JOY MANUFACTURING Mr. Fisher	3555 E. 11 Ave. Hialeah 691-7240	T-shirt silk screening	By Appt.	1/2	1	Maximum of 10.
MIAMI HERALD Devon Hubbard	1 Herald Plaza 350-2491	Wire room, production, press room & advertising	MWF 10:00am 2:00pm	3/4	3	20 people maximum in group. Could combine with Port of Miami Tour
MIAMI INTERNATIONAL AIRPORT Wanda Newell	Concourse E 526-2156	Fire rescue station boarding, hangar areas, runways & terminal. Airline Executives.	M-F 9:00am 10:30am 2:30pm	3	2	Could combine with Bertrum Yacht or General Mail Faculty.
PORT OF MIAMI Mrs. Tindall	Dodge Island 579-5252	Port services, cargo statistics, cargo area, history & expansion plans.	M-F TBA	1	1	Could combine with Miami Herald tour.

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The following is a list of those private school bus companies that now have some or all of their buses and driver approved, per new inspection and certification program, effective March 15, 1990:

1. A & M School Bus Service
   8901 SW 95th Avenue
   PHONE: 279-4099

2. J. Balsera School Bus Service
   5153 NW 4th Street
   PHONE: 448-1521 or 448-8623

3. Becar School Bus Service (see also - Santos Pazos)
   12745 SW 19th Street
   PHONE: 554-5916

4. Enrique School Bus Service
   1500 SW 18th Street
   PHONE: 854-1459

5. Funshine School Bus Service
   1920 SW 67th Avenue
   PHONE: 262-1973

6. Gregory School Bus Service
   19110 NW 42nd Avenue
   PHONE: 624-8958

7. Carlos & Susana School Bus Service
   3340 SW 80th Avenue
   PHONE: 261-8571

8. Marolo School Bus Service
   919 Monterrey Street (Coral Gables)
   PHONE: 446-7917

9. Manolin & Pilar Martinez School Bus Service
   2985 SW 20th Street
   PHONE: 554-5916

10. Santos Pazos School Bus Service
    12745 SW 19th Street
    PHONE: 554-5916

11. Abel Perez School Bus Service
    2522 SW 16th Terrace
    PHONE: 856-3681 or 446-8579

12. Sunshine School Bus Service
    145 SW 13th Street
    PHONE: 285-0490

13. Evelio & Edicta Jomarron School Bus
    3101 SW 26th Street
    PHONE: 443-4799

SUGGESTED TEACHING REFERENCES

1. **SUCCEEDING IN THE WORLD OF WORK,** 1986 ED., McKnight Publishing Company, Bloomington, Ill.

2. **ENTERING THE WORLD OF WORK,** 1989 ED., McKnight Publishing Company, Bloomington, Ill.

3. **COOPERTIVE WORK EXPERIENCE MANUAL,** (Workbook), 1984 Stull-Zedlitz: South-Western Publishing Company, Cincinnati, Ohio

4. **THE WORK EXPERIENCE PLANNER,** (Workbook), 1990 Stull-Zedlitz: South-Western Publishing Company, Cincinnati, Ohio

5. **WORKING TODAY AND TOMORROW,** 1987 ED., Campbell/Thompson EMC Publishing, St. Paul, Minnesota

6. **CAREER DIRECTIONS,** 1991 ED., EMC Publishing, St. Paul, Minnesota

WORK EXPERIENCE PROGRAM EQUIPMENT / FURNITURE LIST (RECOMMENDED)

	QUANTITY
Electric Typewriter	2
Electric Printing Calculator	4
Typing Tables	2
Typing Chairs	2
Student Chairs	24
Change Tray	1
Cassette Tape Recorders	4
Full Length Mirror	1
Study Carrels	4
Book Cases	2
Four Drawer File w/ Lock	2
Trapezoidal Tables (30 x 30 x 60)	20
Paper Cutter	1
Time Clock	1
Time Rack	1
Anchor Pads	5
Security Feet	20
Telephone	1
Teachers Desk	1
Teachers Chairs	1
Cash Register	1
Computers	3
Printers	3
Computer Work Stations	3

INFORMATION WORK SHEET

1. DATE_____ SOCIAL SECURITY NUMBER_____

2. NAME_____ PRESENT GRADE_____

3. ADDRESS_____ AGE_____ BIRTHDATE_____/_____/_____
(MONTH / DAY / YEAR)

4. MOTHER'S NAME_____ ADDRESS_____ TELEPHONE#_____

5. FATHER'S NAME_____ ADDRESS_____ TELEPHONE#_____

6. GUARDIAN'S NAME_____ ADDRESS_____ TELEPHONE#_____

7. DO YOU LIVE WITH YOUR PARENTS?_____(YES)/_____(NO) BOTH PARENTS?_____(YES)/_____(NO)

8. IS YOUR MOTHER EMPLOYED?_____(YES)/_____(NO) JOB TITLE_____

9. IS YOUR FATHER EMPLOYED?_____(YES)/_____(NO) JOB TITLE_____

10. IS YOUR GUARDIAN EMPLOYED?_____(YES)/_____(NO) JOB TITLE_____

11. IN CASE OF EMERGENCY CONTACT_____
(NAME)

_____
(ADDRESS) (TELEPHONE #)

12. HOW MANY SISTERS AND/OR BROTHERS?_____

13. NUMBER OF PERSONS LIVING IN YOUR HOUSEHOLD_____

14. ARE YOU PRESENTLY WORKING?_____(YES)/_____(NO) ARE YOU ON FREE LUNCH?_____(YES)/_____(NO)

15. IF YOU ARE PRESENTLY WORKING FILL IN THE FOLLOWING INFORMATION:

A. WHAT IS YOUR JOB TITLE?_____

B. PLACE OF EMPLOYMENT_____ ADDRESS_____

C. NAME OF YOUR BOSS_____ TELEPHONE #_____

D. HOW DO YOU GET TO WORK?_____

E. HOW MANY DAYS DO YOU WORK?_____

16. IF YOU DO NOT HAVE A JOB, WHAT TYPE OF JOB WOULD YOU LIKE?_____

17. WHY DO YOU WANT TO BE IN THE WORK EXPERIENCE PROGRAM?_____

_____

18. IF YOUR PARENTS/GUARDIANS WANT YOU TO BE IN THE WORK EXPERIENCE PROGRAM, PLEASE HAVE THEM SIGN:_____(SIGNATURE OF PARENT OR GUARDIAN)

19. WRITE YOUR PRESENT CLASS SCHEDULE BELOW & ATTACH A COPY OF YOUR REPORT CARD TO THIS REPORT

	SUBJECT	TEACHER	ROOM #
PERIOD 1.			
2.			
3.			
4.			
5.			
6.			

PROJECTED STATISTICAL REPORT
1990-91

_____ PROGRAM NAME COOPERATIVE TEACHER_____

_____ SCHOOL DATE REPORT SUBMITTED_____

1. Number of students enrolled in the program_____ (unduplicated)
2. Number of training agencies_____ (unduplicated)
3. Number of hours worked by students _____
4. Gross income earned by students _____
5. Average Wages Per Hour (3 ÷ 4) _____

DADE COUNTY PUBLIC SCHOOLS
Office of Vocational, Adult, and Community Education
1450 Northeast Second Avenue
Miami, Florida 33132

WORK EXPERIENCE PROGRAM
INDIVIDUALIZED GUIDANCE PROGRAM and ADMISSION CRITERIA

(Attach to Student Application Form #98
Retain on File for 4 Years)

Students enrolled in the Work Experience Program must:

A. Be 14 years of age or older

B. Be in grades 7, 8, 9, or 10

C. Have signed permission for parent or guardian

D. Participate in a work experience situation as an employee average of 2 hours per day. (Minimum of 10 hours on-the-job per week is recommended)

E. Possess a social security card

F. Meet at least one of the following characteristics:

(TO BE COMPLETED BY CO-OP TEACHER) - CHECK ALL CHARACTERISTICS AND OBJECTIVES THAT APPLY.

FILE CHECK LIST

AT-22 _____
Age Certificate _____
Application for WEP _____
Criteria _____
Time Card _____ 1.
_____ 2.
_____ 3.
_____ 4.
Coop Student Agreement _____
Training Plan/Employer Rating
_____ 1.
_____ 2.
_____ 3.
_____ 4.
Safety Agreement _____
Placement Update _____
_____
_____

STUDENT _____ YEAR IN PROGRAM _____ SCHOOL _____

FM 2408 Rev. 10-8-71

1. TRUANCY PROBLEM

The student will:

_____ A. attend school every day

_____ B. attend regularly scheduled classes

_____ C. be punctual

_____ D. show progress in reduced attempts to go to work when he does not attend school

2. NEED TO WORK TO CONTINUE EDUCATION

Given an employment situation, the student will:

_____ A. be punctual in performing assigned tasks

_____ B. not take goods, items, or products without permission

_____ C. demonstrate the importance of proper attire for the job

_____ D. practice safety on the job

_____ E. exhibit a willingness to perform on the job

3. DEPRIVED ECONOMICALLY

The student will:

_____ A. perform the job satisfactorily

_____ B. display pride in his job performance

_____ C. choose to do a job well because he understands its contribution to society

4. NEGATIVE ATTITUDES CONCERNING WORK, SCHOOL, AND SOCIETY

The student will:

_____ A. display a respectful attitude toward the employer

_____ B. refrain from gossiping, complaining, or from using other negative responses related to other employers

_____ C. maintain good employer-employee relationships

_____ D. maintain good peer and faculty relationships

_____ E. participate in class in a positive way

_____ F. identify and practice good citizenship

5. POOR SELF-CONCEPT

The student will:

_____ A. demonstrate the need for daily bathing and the use of deodorant

_____ B. be cognizant of the health aspects of keeping the teeth brushed

_____ C. wear clean clothing

_____ D. keep surroundings clean

_____ E. keep hair clean, trimmed and well-arranged

_____ F. select proper clothing

_____ G. select attractive and becoming clothing

FM 2408 Rev. 10/6 871

 MEP INDIVIDUALIZED GUIDANCE PROGRAM AND ADMISSION CRITERIA

6. **ALIENATED**

The student will:

____ A. assist others with their duties after his are completed

____ B. display increasing willingness to accept, emotional upset, criticism about job performance

____ C. be receptive of other employees' point of view

____ D. be willing to accept the consequences of his proposed actions in light of group norms

7. **DISCIPLINE PROBLEMS**

The student will:

____ A. exhibit good emotional control and classroom behavior

____ B. seek suggestions from teachers, other employees, and the employer in an effort to improve

____ C. report mistakes that would seriously affect the business, school, or himself

____ D. obey laws

____ E. show respect for rules

____ F. observe decent behavior

____ G. identify with locally established modes of behavior

8. **HALF DAY PERFORMERS (LIMITED SPAN)**

The student will:

____ A. try again after failing to perform an assigned task

____ B. listen attentively and respectfully before carrying out instructions

9. **OVERAGE IN GRADE**

____ A. receive promotion based upon performance

____ B. improve grades based upon performance

10. **NOT RELATING WITH CLASSWORK**

The student will:

____ A. prepare all assignments

____ B. interact with teachers and classmates

____ C. have all paraphernalia needed for class participation

____ D. take part in other curriculum activities related to the class

____ E. assist in developing individual and group goals

FM 2408 Rev. 10-80 (1)

 WEP INDIVIDUALIZED GUIDANCE PROGRAM AND ADMISSION CRITERIA

11. **LACK OF INTEREST IN OTHER SCHOOL PROBLEMS**

The student will:

____ A. remain in school

____ B. seek additional information outside

____ C. demonstrate progress in school achievement

____ D. identify appropriate subjects and schools which will assist him in making a wise occupational choice

12. **OTHER (SPECIFY)**

A. _____

B. _____

C. _____

D. _____

E. _____

Career Objectives: _____

_____

NOTES/CONFERENCES/DATES

_____ _____

Teacher's Signature Date

_____ _____

Student's Signature Date

INDIVIDUALIZED GUIDANCE PROGRAM MUST BE COMPLETED IN A GUIDANCE SESSION PRIOR TO ADMISSION.

FM 2408 Rev. (05-81)

80

DADE COUNTY PUBLIC SCHOOLS

Office of Vocational, Adult and Community Education

1450 N.E. Second Avenue, Miami, Florida 33132

JOB TRAINING ATTENDANCE RECORD

Student's Name _____ School _____

Training Agency _____

Assigned Hours: From _____ To _____

Wage Rate _____ Days Absent From Job _____

Beginning Date _____ Ending Date _____

(TO BE COMPLETED EVERY 45 DAY GRADING PERIOD)

Date	HOURS		No. of Hours Worked	Gross Earnings
	From	To		

Date	HOURS		No. of Hours Worked	Gross Earnings
	From	To		

School Code

Dade County Public Schools
Office of Vocational, Adult, Career, and Community Education
1450 Northeast Second Avenue, Miami Florida 33132

COOPERATIVE VOCATIONAL EDUCATION
Placement Report

Date Report Submitted

School Name | Teacher | State Program/Course Title | State Program/Course No.

(A) Student Name/Address First Last Street Number City, Zip Social Security Number	(B) Race Ethnic Code (C) Age	(D) Sex (E) Year in Program	(F) Grade Level (G) Entry Date	(H) Withdrawal Code (I) Date	(J) D. O. T. Job Title	Training Agency (K) Name and Address Street No., City, Zip	(L) Name of Supervisor First Last, Title Telephone Number
1.							
2.							
3.							
4.							

Race/Ethnic Code - Enter one of the following
- W White, not of Hispanic origin
- B Black, not of Hispanic origin
- H Hispanic
- A Asian American or Pacific Islander
- I American Indian or Alaskan Native

Withdrawal Code - Enter one of the following
- 11 Transferred to another school
- 12 Transferred to a non-vocational program
- 13 Transferred to another vocational program
- L Left before completing program and left school
- C Completed program

A. Full name of student as indicated on the school permanent records.

B. Enter appropriate code as indicated on the bottom of the form.

C. Enter students current age.

D. Enter either letter - M (male) or F (Female)

E. Indicate number of year(s) in the program/course.
i.e. first year, second year, etc.

F. Grade level at time report prepared.

G. List entry date into the program/course as indicated on the report.

H. Enter appropriate withdrawal code as indicated on the bottom of the report.

I. Date student withdrew from program/course as indicated on the report.

J. List job title of employed student as listed in the dictionary of occupational titles. If student is enrolled, but not employed at the time the report is prepared, indicate previous employment job title or unemployed.

K. Accuracy of training agency information important.
i.e. abbreviations, punctuation, etc.

L. Full name of supervisor, appropriate title and telphone number.

FM-2421 Rev. (02-90)

DADE COUNTY PUBLIC SCHOOLS
Office of Vocational, Adult, and Community Education
1450 Northeast Second Avenue, Miami, Fl 33132

STUDENT APPLICATION FOR WORK EXPERIENCE PROGRAM

PERSONAL INFORMATION

Date _____ Teacher _____ School _____

Name _____ Social Security Number _____ Phone Number _____

Home Address _____

Date of Birth _____ Age _____ Grade Level _____ Student ID Number _____

Explain any physical handicaps such as weak eyes, poor hearing, etc. _____

Family Doctor _____

Father's Name _____ Occupation _____ Place of Work _____ Phone # _____

Mother's Name _____ Occupation _____ Place of Work _____ Phone # _____

Guardian _____ Occupation _____ Place of Work _____ Phone # _____

SUBJECTS YOU ARE NOW TAKING

Subjects you are NOW taking	Grades	Teacher's Name	Room Number
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 7			

How many days were you absent last year? _____

Do you get along with others or do you prefer to be alone? _____

Have you discussed this program with your parents? _____

Are you working now? _____ Where? _____

What type of occupation do you desire training in? 1st choice _____
2nd choice _____

FM-3730 (05-87)

DADE COUNTY PUBLIC SCHOOLS
Office of Vocational, Adult, and Community Education
1450 Northeast Second Avenue
Miami, Florida 33132

WORK EXPERIENCE PROGRAM

Student Agreement

The Work Experience Program is planned to develop a student academically, vocationally, economically, and socially. There are responsibilities the student must accept, and it is necessary that certain rules and regulations be strictly observed.

As a condition for acceptance into the Work Experience Program, I, therefore, agree to the following:

1. To be regular in attendance at school and on-the-job. (Five (5) unsatisfactory absences or tardies in any marking period is reason for removal from the program).

2. To be punctual at school and on-the-job.

3. To notify my employer and cooperative teacher in case of necessary absence. **(Under no circumstances may I report to work on a day that I am absent from school without the express permission of the cooperative teacher).**

4. To complete all vocational related training agreements. I will accept guidance, counseling, and constructive criticism from the cooperative teacher cheerfully and without silent contempt.

5. To perform all my duties on the job in such a manner that I will reflect credit upon myself, the program, and the cooperative teacher.

6. To be willing to accept the employer's supervision and carry on assigned duties to the best of my ability.

7. To accept the cooperative teacher as the recongized authority for making adjustments or changes in the training or on-the-job. I will discuss with my cooperative teacher any difficulty in my work (pay, hours, transfer, leave, etc.) before taking it up with my employer. Parents should contact the cooperative teacher first rather than the principal or employer whenever a problem concerning the job arises.

8. To continue my training, in school and on-the-job, in a satisfactory manner throughout the year to earn my credit.

9. **To refrain from severing my connections with my employer or arranging for a change of employers without the knowledge and approval of the cooperative teacher.**

10. To maintain a satisfactory academic standing in school.

11. **To participate in all functions, activities, and leadership development conferences approved by the school district related to my cooperative education program.**

12. To know that it is my responsibility throughout the year to be well dressed and groomed in school, and on-the-job.

13. To provide my own transportation from school to work and home.

14. To carry 24-hour insurance at school and be able to show proof of liability insurance on my vehicle.

_____
Student's Signature

_____
Date

_____
Parent's Signature

FM-3730 (05-87)

DADE COUNTY PUBLIC SCHOOLS
WORK EXPERIENCE TRAINING PLAN
EMPLOYER RATING
JOB COUNSELING DOCUMENTATION

Please Print

Student Name | Age | School | School Address | School Phone #

Instructor Name | Business Name | Business Address | Business Phone #

Supervisor Name | Beginning Date | Ending Date

Student Signature | **Instructor Signature** | **Supervisor Signature**

JOB REQUIREMENTS/TASKS	EMPLOYER RATING ( ) * Please rate according to scale below			
	First Grading	Second Grading	Third Grading	Fourth Grading
JOB REQUIREMENTS:				
1. PRACTICES POSITIVE JOB ATTITUDES				
2. MAINTAINS GOOD ATTENDANCE				
3. PRACTICES PUNCTUALITY				
4. APPLIES SAFETY PROCEDURES				
5. MAINTAINS APPROPRIATE RECORDS (WHEN APPLICABLE)				
6. FOLLOWS DIRECTIONS				
7. RELATES TO CO-WORKERS AND CUSTOMERS				
8. DISPLAYS HIGH PRODUCTIVITY				
JOB TASKS:				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

*** RATING SCALE**

A - ABOVE AVERAGE
B - AVERAGE
NI - NEEDS IMPROVEMENT

Note to employer: Please date and sign on the back of this sheet after each evaluation.

FM-2959 Rev. (08-90)

Job Counseling Session - 1
Comments:

Teacher Signature Date

Student Signature Date

Employer Signature Date

Job Counseling Session - 2
Comments:

Teacher Signature Date

Student Signature Date

Employer Signature Date

Job Counseling Session - 3
Comments:

Teacher Signature Date

Student Signature Date

Employer Signature Date

Job Counseling Session - 4
Comments:

Teacher Signature Date

Student Signature Date

Employer Signature Date

DADE COUNTY PUBLIC SCHOOLS

APPLICATION FOR EMPLOYMENT CERTIFICATE
AND
TRAINING AGREEMENT FOR COOPERATIVE EDUCATION STUDENTS

EMPLOYER DATE:

I intend to employ _____ _____ _____ _____ _____ _____
(First Name) (Middle) (Last Name) (Number & Street Address) (City)

in capacity of _____ Beverage License ___ Yes ___ No Type ___
(Duties of Minor) (Type of Industry)

_____
(Name of Firm) (Street Address) (City) (Telephone)

for _____ days per week, _____ hours per day, between the hours of _____ A.M. and _____ P.M.

(Appropriate hours must be filled in)

EMPLOYER'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard free conditions. The trainee will receive the same consideration given employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all state and federal regulations regarding employment, child labor laws and minimum wages, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

TEACHER/COORDINATOR'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The teacher/coordinator agrees to visit each trainee at the training station and will continue a close working relationship with the person to whom the trainee is responsible while on the job. The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The teacher/coordinator will meet with each trainee's parent and/or guardian prior to job placement and during the school year. The local education office will keep each trainee's Training Agreement on file for three years.

PARENT/GUARDIAN'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: Parents and/or guardian agree for the student to participate in Cooperative Education as provided by the public schools.

TRAINEE'S RESPONSIBILITES IN COOPERATIVE EDUCATION: The trainee agrees to follow rules and guidelines established by the school, employer and coordinator with regard to hours of work, school attendance and reporting procedures.

This document establishes an agreement between the school and employer on the conditions of training to be given a student while on the job. If should not be interpreted as a legal instrument nor as any form of binding contract.

WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions contained therein.

Trainee _____ Teacher/Coordinator _____

Parent/Guardian _____ Employer _____

INSTRUCTIONS FOR PROCESSING TRAINING AGREEMENT

1. The teacher/coordinator takes the form to employer to be filled out and signed.
2. The teacher/coordinator secures signatures of parent/guardian and student and signs the form.
3. The teacher/coordinator gives employer and student a copy of the form and retains one for file.

FM-4542 (06-90)

PROVISIONS OF FLORIDA CHILD LABOR LAWS RELATING TO EMPLOYMENT OF MINORS

The employer is responsible for seeing that minor employees work the proper hours and in nonhazardous occupations.

PROOF OF AGE: The employer must obtain and keep on file proof of the student's age. Any of the following documents may be used to constitute proof of age:

(a) An age certificate issued by the district school board of the district in which the student is employed;
(b) A photocopy of the student's birth certificate;
(c) A photocopy of the student's drivers licence;
(d) A photocopy of a passport or visa which lists the student's birth date.

HAZARDOUS OCCUPATIONS: No minor under 16 years of age be employed in any of the following occupations or work situations:

(a) In connection with power driven machinery, except light duty lawn mowers;
(b) Mines or quarries;
(c) Manufacture, transportation or use of explosive or highly inflammable substance;
(d) Sawmills or logging operations;
(e) On any scaffolding;
(f) Heavy work in the building trades;
(g) Operation of a motor vehicle, except a motor scooter, or farm tractor for which he/she is certified;
(h) Oiling, cleaning or wiping machinery or shafting, or applying belts to pulleys;
(i) Repair of elevators or other hoisting equipment;
(j) Operation of meat grinding machines, dough brakes, or mixing machines in bakeries or cracker making machines;
(k) Operation of emery or polishing wheels;
(l) Operation of punch presses or stamping machines;
(m) Manufacture of paints, colors, white lead, dangerous or poisonous dyes or preparation of compositions in which dangerous leads or acids are used;
(n) Operation of power-driven laundry or dry cleaning machinery or any other similar power-driven machinery;
(o) Paint spraying;
(p) Spraying with insecticides or other toxic substances poisonous to humans by skin contact or inhalation;
(q) Alligator wrestling, work in connection with snake pits, or similar hazardous activities;
(r) Manufacture, transportation or use of radioactive materials.

ALCOHOLIC BEVERAGES: No person under 18 years of age, regardless of marital status, may be employed in or about any place where alcoholic beverages are manufactured or sold for retail except: (a) drug store(s), grocery store(s) and automobile service stations which sell beer or wine for consumption off premises only; (b) hotel/motel employees engaged in work apart from the area where alcoholic beverages are sold; (c) professional entertainers 17 years of age who are not in school; (d) youths [illegible] of the state, in the exempted status, in bona fide food service establishments, provided they do not participate in the preparation, sale or service of alcoholic beverages.

HOURS OF WORK: The stricter of United States Fair Labor Standards Act or Florida Child Labor Law for Cooperative Education students only is listed below:

Minors 14 & 15 years of age enrolled in school shall not be permitted to work:

- For more than 6 days per week.
- For more than 23 hours per week during school year;
- For more than 40 hours per week during vacations;
- For more than 3 hours per day on school day;
- For more than 8 hours per day on Saturday, or during vacations;
- For more than 4 hours on Sunday;
- Before 7:00 a.m. or after 7:00 p.m. during school year;
- Before 7:00 a.m. or after 9:00 p.m. during summer vacation;
- In any hazardous occupation.

Minors 16 & 17 years of age enrolled in school shall not be permitted to work:

- For more than 6 days per week.
- For more than 30 hours per week.
- For more than 10 hours per day.
- Before 5:00 a.m. or after 12:00 midnight.
- Before 5:00 a.m. or after 1:00 a.m. when school is not scheduled the following day.

FM-4542 (06-90)

Copy Distribution (1 copy each):

Principal
Vocational Program Supervisor (original)
Teacher's File

VOUCHER FOR IN-COUNTY TRAVEL REIMBURSEMENT AND MONTHLY VISITATION REPORT FOR VOCATIONAL COOPERATIVE TEACHERS

DADE COUNTY PUBLIC SCHOOLS

_____
Cooperative Teacher

_____
School

_____, 19____
Month of

_____
Program Area

FROM _____

AS OF THIS REPORT:
TOTAL NUMBER OF STUDENTS ENROLLED: _____
TOTAL NUMBER OF STUDENTS UNEMPLOYED: _____

DATE	TIME		PERSON CONTACT	TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION (ADDRESS IF BUSINESS)			AUTO MILEAGE CLAIMED	PURPOSE/STUDENT VISITED/RESULTS OF VISIT
	BEG.	END		TO	NAME OF BUSINESS	ADDRESS		

continued on back

FM 2275 Rev (08 88)

DATE	TIME BEG.	TIME ENDING	PERSON CONTACTED	TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION (ADDRESS IF BUSINESS) TO NAME OF BUSINESS	ADDRESS	AUTO MILEAGE CLAIMED	PURPOSE/STUDENT VISITED/RESULTS OF VISIT
						MI.	
						@ 20¢	
					TOTAL	$	

WORK LOC.# _____ OBJECT# _____ PROGRAM# _____ CHARGE LOC.# _____ EMPLOYEE# _____ FUNCTION# _____ DATE RECD SBAB _____

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of Section 112.061, Florida Statutes, Regulations of the State Board of Education, and the rules of the School Board of Dade County, Florida.

Approved and Certified by

(Signature)

TITLE

PROGRAM SUPERVISOR INITIAL

PAYEE
(Signature of Employee)

TITLE DATE

HOME ADDRESS

CITY ZIP CODE

FM 2275 Rev 10B 881

95

96

DADE COUNTY PUBLIC SCHOOLS
Office of Vocational, Adult, Career and Community Education
1450 Northeast Second Avenue
Miami, Florida 33132

SAFETY AGREEMENT
(Between 16-18 years of age)

This is to certify that _____, a student-learner is enrolled in a Cooperative Vocational Education training program conducted by Dade County Public School System. This student-learner is employed under a written agreement in compliance with the Child Labor provisions of the Fair Labor Standard Act, Child Labor Bulletin No. 101, which provides:

That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to this training and under the direct and close supervision of a qualified and experienced person.

That safety instruction shall be given to the student-learner by the cooperative teacher and correlated by the employer with on-the-job training.

That signed copies of the written agreement shall be kept on file by both the cooperative teacher and the employer.

The student-learner enrolled in this program will be under the supervision of the cooperative teacher who is responsible to determine whether or not a specific occupation is hazardous.

The student-learner named above has, as of the date below, been instructed and satisfactorily tested on the safety precautions and practices for the occupational area classified as _____.

STUDENT LEARNER AGREEMENT

Having the knowledge and understanding of the safety precautionsand practices necessary for me to be a safe student-learner in this occupational area, I promise to obey all safety practices and regulations at all times. Furthermore, I will not attempt to perform any task or operate any equipment until qualified and authorized.

_____ _____
Signature of Person Administering Examination | Signature of Student-Learner

_____ _____
Signature of Parent/Guardian | Signature of Cooperative Teacher

_____
Date

FM-2420 Rev. (08-90)

WORK EXPERIENCE PROGRAM ROSTER ALPHABETICALLY
1990-91

TEACHER	SCHOOL	CODE	TELEPHONE
ALVAREZ, LUIS	Hialeah Middle	6231	681-3527
ARNOLD, KATIE	Allapattah Middle	6011	634-9787
ARZA, RALPH	Miami Senior	7461	649-9800
ASPER, ED	Miami Senior	7461	649-9800
BALAZS, RON	Coral Park Sr.	7271	226-6565
BARNWELL, ALBERTA	Thomas Jefferson Middle	6281	681-7481
BOWEN, LARRY	Edison Middle	6481	754-4683
BROWN, ALICIA	Horace Mann Middle	6411	757-9537
BROWN, GUY	Palm Springs Middle	6681	821-2460
BROWN, ANDREW	Killian Sr.	7361	271-3311
BUGGS, JUANITA	Parkway Middle	6721	624-9613
BURGAMY, COLDEN	Highland Oaks Middle	6241	932-3810
BUTLER, GEORGE	Madison Middle	6391	836-2610
CANTERBURY, WILLIAM	South Dade Sr.	7701	247-4244
CARRETTA, GUY	North Miami Beach Sr.	7541	949-8381
CARSON, WILLIAM	Brownsville Middle	6031	633-1481
CID, MARIA	B.T. Washington Middle	6911	324-8900
DAVIS, PATRICIA	South Miami Sr.	7721	666-5871
DELANEY, JOSEPH	Cutler Ridge Middle	6111	235-4761
DUCKWORTH, JOAN	Jan Mann Opp. North	6591	624-8415
FETZER, NORM	W.R. Thomas Middle	6901	223-2001
FERNANDEZ, ROSE	Ruben Dario Middle	6121	226-0179
FRAIND, LEONARD	Rockway Middle	6821	221-8212
GARRETT, PATRICIA	Sunset Sr.	7531	385-4255
GREEN, BENJAMIN	Lake Stevens Mid.	6351	620-1294
GREENE, MICHAEL	Miami Springs Sr.	7511	885-3585

GUSTAFSON, CARL	Hialeah Sr.	7111	822-1500
HUBER, RICHARD	Homestead Middle	6251	247-4221
HYMAN, JILL	North Miami Middle	6631	891-5611
JACKSON, VERNON	Palmetto Middle	6701	238-3911
JONES, DAVID	Arvida Middle	6021	385-7144
JONES, FRED	Northwestern Sr.	7411	836-0991
KEMP, FELTON	MacArthur-South	7631	279-5422
KENNEDY, JOHN	Jose Marti Middle	6421	557-5931
KING, RONALD	Central Sr.	7251	696-4161
LATAL, HERBERT	Norland Middle	6571	653-1210
LEE, JUANITA	Braddock Sr.	7051	220-9400
LEWIS, AL	Norland Sr.	7381	653-1416
LINDQUIST, ORAN	Campbell Drive Middle	6061	248-7911 Direct 248-0644
LITMAN, KEN	North Miami Sr.	7591	891-6590
LUCAS, PHIL	Braddock Sr.	7051	220-9400
LYNCH, FLOURNOY	Miami Norland Sr.	7381	653-1416
LYNCH, URSULA	Carol City Middle	6051	624-2652
MacDONELL, BARBARA	Redland Middle	6761	247-6112
McDONOUGH, MICHAEL	Miami Springs Sr.	7511	885-3585
McKIBBEN, BOBBY	Miami Springs Middle	6521	888-6457
McLAUGHLIN, ANNE	Ponce de Leon Middle	6741	661-1611
MARTINEZ, CELIA	Edison Sr.	7301	751-7337
MILLER, ARNOLD	J.F. Kennedy Middle	6301	947-1451
MILLER, GEORGE	Hialeah Miami Lks.Sr.	7131	823-1330
NICKERSON, BARBARA	Richmond Heights Middle	6781	238-2316

MOSTI, JULIA	Kinloch Park Middle	6331	445-5467
OPPELT, DAVID	Southridge Sr.	7731	238-6110
PARDO, RAOUL	JRE Lee Youth	2861	661-1551
PEEPLES, ROBERT	Centennial Middle	6081	235-1581
PERRY, MICHAEL	Southwest Miami Sr.	7741	274-0181
PIERO, ROBERT	Homestead Sr.	7151	245-7000
QUIROGA, MARTA	Corporate Academy	8161	573-6532
RUBIN, ROY	Nautilus Middle	6541	532-3481
SANCHEZ, LUIS	Glades Middle	6211	271-3342
SINKO, FRANK	MacArthur-North	7254	836-6030
STEPHENS, ROBERT	Norland Sr.	7381	653-1416
STIEVE, PHIL	Hialeah Sr.	7111	822-1500
STRIEGEL, DOREEN	American Sr.	7011	557-3770
TILLMAN, BENJAMIN	Hammocks Middle	6221	385-0896
TRUSS, JOANN	Corporate Academy	8161	573-6532
TURNER, WILLIE	West Miami Middle	6961	261-8383
WEBSTER, BOB	Riviera Middle	6801	226-4286
WILDER, VERNON	Carol City Sr.	7231	621-5681
WILLIAMS, ORA	Henry Filer Middle	6171	822-6601
WILLIAMS, SALLIE	Miami Beach Sr.	7201	532-4515
WILLIAMS, BILL	Jackson Sr.	7341	634-2621
WITHERS, ELISHAMA	Coral Gables Sr.	7071	443-4871

TEACHER	SCHOOL	CODE	TELEPHONE
ROBERTS, CLEVELAND	Citrus Grove Middle	6091	642-5055
	Charles Drew Middle	6141	633-6057
BROWN, FRED	McMillian, H.D. Middle	6441	385-6877
GUTIERREZ, ARMONDO	Miami Carol City Sr.	7231	621-5681
SEAY, MARCHETE	Miami Central Sr.	7251	696-4161
COLLINS, SAM	Miami Lakes Middle	6501	557-3900
BROOKS, MARY	Miami Senior	7461	649-9800
DENOUX, BERNADETTE	Miami Senior	7461	649-9800
	North Dade Middle	6591	624-8415
HERNANDEZ, JOAQUIN	Shenandoah Middle	6841	856-8282
	Southwood Middle	6861	251-5361
	South Miami Middle	6881	661-3481
BETHUNE, JAMIE	Westview Middle	6981	681-6647
BEATTY, PRISCILLA	Cope North	8121	836-3300
MAXWELL, PATRICIA	American Adult	7012	557-3770
BROUSSARD, BERNARD	Corporate Academy	8161	573-1184

The School Board of Dade County, Florida adheres to a policy of nondiscrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, sex or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex.

Age Discrimination Act of 1967, as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the handicapped.

Florida Educational Equity Act - prohibits discrimination on the basis of race, sex, national origin, marital status or handicap against a student or employee.

Veterans are provided re-employment rights in accordance with P. L. 93-508 (Federal) and Section 295.07, Florida Statutes, which also stipulates categorical preferences for employment.

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